TEACH YOURSELF BOOKS

# DUTTON SPEEDWORDS

Dutton Speedwords is a fast note-taking system which uses only the familiar letters of the Roman alphabet. Thus there are no hooks, strokes, circles or other strange geometric symbols to be memorized. This eight-lesson course clearly explains the principles and practice of Dutton Speedwords, and can be completed by the average student in twenty-four hours of study.

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# DUTTON SPEEDWORDS

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The publishers are indebted to
Mr. Peter Gates who has drawn
eight cartoons for this book.

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## DUTTON SPEEDWORDS ANALYSED

Dutton Speedwords is a new fast note-taking and note-making system which uses only the familiar letters of the Roman alphabet. There are, accordingly, no hooks, strokes, circles, or other strange geometric symbols to be memorised.

The abbreviating principles employed are so efficacious that the Speedwords text of any normal dictated matter averages only a fraction over two letters per running word.

The student of any geometric shorthand system must necessarily first work through the entire theory, exercises, and drills before he or she can begin speed practice. By contrast, and because Speedwords are composed of the *a*, *b*, *c* letters we all learned to write at school, students of this method can incorporate the new abbreviations into their ordinary writing as from the first lesson.

This text-book is divided into eight lessons, plus a high-speed appendix. As you work through the course of instruction herein presented, every fresh abbreviation learned means a corresponding increase in speed of writing.

The word-lists are logically and methodically built up from Professor Ernest Horn's remarkable analysis of the frequency of occurrence of all words. The Iowa University philologist and his staff examined and tabulated 15,000,000 running words of all classes of written and printed matter.

The very-high-frequency words tabulated by Professor Horn are expressed in Dutton Speedwords by single alphabetic letters standing alone. The next highest in his order of frequency are allotted two-letter speedwords, and so on.

The important highest-frequency words are presented in

this eight-lesson text-book in the early lessons. Speedwords in the lessons which follow are also systematically presented in close accord with the Horn frequency tabulations, thus ensuring a progressive and speedy advance towards the goal of rapid note-taking.

Because they are composed of ordinary alphabetic letters, speedwords can be typed on a typewriter as well as written by hand. Speedwords typists are therefore able to attain typing speeds never known before. Indeed, those with nimble fingers attain speeds up to 150 words per minute.

Another outstanding and attractive feature of Dutton Speedwords is the fact that it is the first abbreviated writing invention in history which at once transcribes all languages.

For example, the two-letter speedword *ri* is a natural abbreviation, not merely of the English word " w*ri*te ", but also of its French equivalent " é*cri*re ", Spanish " esc*ri*bir ", Italian " sc*ri*vere ", German " sch*rei*ben ", Dutch " sch*ri*jven ", Roumanian " sc*ri*e ", and Scandinavian " sk*ri*ve ".

The equivalent of English and Roumanian " electric " is spelt " électrique " in French, " eléctrico " in Spanish, " elettrico " in Italian, " elektrisch " in German and Dutch, and " elektrisk " in Norwegian, Swedish, and Danish. The two-letter speedword *el* is therefore easily memorised by all these nationals.

The three-letter speedword *fot* alike abbreviates English " photograph "; Italian, Spanish, Portuguese, and Roumanian " fotografie "; French " photo "; Dutch " foto "; German " Fotographie "; and Scandinavian " fotografiet ".

It follows logically that since the English, French, Spanish, Portuguese, Italian, German, Dutch, Roumanian, and Scandinavian speedwordists all write the same speedword abbreviations, they can exchange rapidly-written-or-typed correspondence freely one with another, even though any two writers may be quite ignorant of the fellow-correspondent's native language.

Compare this remarkable attribute with the natural limitation of a note-taking system which abbreviates only the native language of its inventor !

Many thousands of educated Asians and Eastern Europeans, whose native script is not expressed in Roman letters, have nevertheless studied at least one of the major languages of the Western Hemisphere which are written in Roman *a*, *b*, *c* characters.

However the ideas of *write*, *electricity*, and *photograph* may be represented in their own national script, those Asians and Eastern Europeans who have studied a Western script can use the much more quickly written speedword forms *ri*, *el*, and *fot*, etc. for the purpose of taking down dictation, given in their own native tongue, at the speed of shorthand.

Only 493 one-, two-, or three-letter word-roots have to be memorised : all other ideas are expressed through the medium of simple rules for adding single-letter suffixes, or forming short compounds.

Many students of Dutton Speedwords have testified that they have found the study of this new system to be a fascinating pastime, and in no sense an arduous task. The dual ability to take shorthand notes in ordinary writing, and later—if desired—to enter into international correspondence without having to learn a foreign language, opens up quite exciting possibilities.

Record cards indicate that the student of average intelligence completes this eight-lesson course in twenty to twenty-four hours of actual study.

## LESSON I

Write out all Speedword lists in full in your note-book, as the act of writing greatly assists the memory. Mere reading of the lists is not sufficient. It will be seen that memory aids are given in each list, and these also should be copied.

Begin now with List A set out below:

### List A

**Speedword, English Equivalent, and Memory Aid**

| | | |
|---|---|---|
| *&* | and | |
| *c* | this | French *ce* |
| *e* | am, are, (to) be, is | Latin *est* |
| *f* | for | |
| *l* | the | French *le* |
| *t* | it | |
| *u* | a, an | French *un* |
| *v* | you | French *vous* |
| *w* | us, we | |
| *ab* | about | |
| *al* | all | |
| *be* | before | |
| *ce* | (to) receive | re*ce*ive |
| *de* | day | |
| *en* | attention | att*en*tion |
| *gu* | good | German *gut* |
| *ir* | here | |
| *ko* | (to) come | German *ko*mmen |
| *le* | letter | |

| | | |
|---|---|---|
| *ma* | (to) make | |
| *nu* | now | Dutch and Scand. *nu* |
| *ov* | over | |
| *ri* | (to) write | w*ri*te |
| *te* | time | *ti*me |
| *ze* | (to) send | Dutch *ze*nden |

1. The word " to " is normally omitted in Speedwords before verbs or action-words such as " receive ", " come ", " make ", etc. Thus *ce* expresses either " receive " or the infinitive " to receive ", according to the sense of the sentence.

2. The single-letter Speedword *e* stands for " am ", " are ", " (to) be ", " is ", according to whether the rendering is " I am ", " you are ", " will be ", " it is ". There can be no confusion, as the meaning is exactly the same in each case.

3. " You " in the English language has the same form for both the nominative and objective cases, and Speedwords follows the same principle for " we " and " us ", which are both expressed by *w*. This rule applies to all pronouns.

4. To avoid confusion with *s* and *k* the letter *c* in World Speedwords is always pronounced " ch " as in " cello ", " cicerone ". Although Speedwords is here presented more especially as a rapid note-taking system, it will assist the student if he (or she) regards *c* as the phonetic equivalent of the English " ch ". Thus, the Speedword for " receive " —*ce*—should be pronounced " che ".

**Specimen Sentences**

It is about time for you to send this (29 letters)
*T e ab te f v ze c* (11 „ )

This is a good day for it to receive attention (38 letters)
*C e u gu de f t ce en* (13 „ )

## EXERCISE 1A

Transcribe into English:

1. *C le ir e f v.*
2. *T e al ov nu.*
3. *W ko ir ma t u gu de.*
4. *Nu e l te f t ce en.*
5. *Ze c ov be v ri l le.*

" The time is come to receive it."

## EXERCISE 1B

Transcribe into Speedwords:

1. The day is about over now.
2. The time is come to receive it.
3. We make it a good time for all.
4. We are about all here now.
5. Write a letter and send it about a day before you come.

**Check your working of Exercises 1A and 1B with the Key on page 113.**

## List B

| Speedword, | English Equivalent, | and Memory Aid |
|---|---|---|
| *b* | but | |
| *d* | of | French *de* |
| *g* | them, they | |
| *m* | with | German *mit*, Scand. *med* |
| *n* | not | |
| *af* | business | French *affaires* |
| *ax* | (to) ask | Old English *ax* |
| *ib* | possible | poss*ib*le |
| *int* | (to) interest | |
| *lo* | long | |
| *mer* | mother | French *mère* |
| *m(u)s* | must | *must* |
| *mu* | much | |
| *ot* | other | |
| *pl(e)* | (to) please | |
| *qe* | when | memorise " kwen " |
| *sa* | (to) know | *sa*ge, Spanish *sa*ber |
| *ur* | (to) return | ret*ur*n |
| *vy* | (to) advise | ad*vy*se |

5. Because of their high frequency of occurrence *mus* and *ple* are in practice abbreviated respectively to *ms* and *pl*.

6. Numbers are always written 1, 2, 3, 4, etc., and there is no need to use plural forms after them, so that " four letters " is written " 4 *le* ", " three others ", 3 *ot*, and so on. Similarly, no plural form need be added to a noun which follows an adjective of quantity, *e.g.*, " all letters "—*al le*. The rule for specifically expressing the plural of nouns will be given in a later lesson.

7. The word " there " in such English phrases as " there are ", " there is " is really meaningless, and is accordingly omitted in Speedwords, *e.g.*, " There are three letters here

for you" would be transcribed *E* 3 *le ir f v*, and "There are four others to come", *E* 4 *ot ko*.

8. The single letter *g* is the Speedword for both "them" and "they".

Specimen Sentences

There is much of interest to know about this
*E mu d int sa ab c*

business (44 letters)
*af* (14 „ )

We advise you to return three days before they come
*W vy v ur* 3 *de be g ko*

here (46 letters)
*ir* (16 „ )

## EXERCISE 1C

Transcribe into English:

1. *W sa qe gu af e ib.*
2. *E* 3 *lo de ko be w sa al ab t.*
3. *G ms n sa d l ot af int, mer.*
4. *W ax v pl ur m g, & vy w* 2 *de be.*
5. *T e n ib ax g f mu int, b g ms sa ab l ot af.*

## EXERCISE 1D

Transcribe into Speedwords:

1. There are two letters for you here.
2. It is a long time, but you must please advise us when they return.
3. It is possible there is not much of interest to know about this business, but please send us a letter before you return.
4. The other business is not much good, but you must ask about it.

5. Please make it possible to write when mother returns with the four other letters.

**Check your working of Exercises 1C and 1D with the Key on pages 113–14.**

## EXAMINATION TEST 1E

Transcribe into English :

1. *C af le ms ce en nu.*
2. *E mu ab ir pl & int mer.*
3. *W vy v ko be l af e al ov.*
4. *T e gu f v sa al ab t, b w nu vy v n ax g ur.*

## EXAMINATION TEST 1F

Transcribe into Speedwords :

1. You are all to return here with them when they come.
2. When it is possible please send the three other letters.
3. There is not much time to send a long letter, but we must make time to write the other before the day is over.
4. Please send and ask mother to return here for a time when business is over for the day.

**Check your working of Examination Tests 1E and 1F with the Key on page 114.**

## LESSON 2

For the purpose of easy reference, full English—Speedwords and Speedwords—English alphabetic word-lists are tabulated on pages 92–112.

### List C

**Speedword, English Equivalent, and Memory Aid**

| | |
|---|---|
| *a* | to (French *à*) |
| *h* | has, (to) have |
| *i* | in |
| *j* | I, me (Fr. *j*e, Scand. *j*eg) |
| *k* | that (Fr. phonetic *que*) |
| *p* | can (Fr. je *p*uis) |
| *q* | do (questions only) |
| *r* | will (futu*r*e) |
| *x* | if (*x* unknown quantity) |
| *z* | as (pronounced a*z*) |
| *by* | by |
| *di* | (to) say (*di*ction, Fr. *di*re) |
| *go* | (to) go -es |
| *j(u)s* | just (*j*ust) |
| *ord* | (to) order |
| *po* | after (*po*stpone) |
| *pu* | (to) think (Lat. *pu*tare, *pu*zzle !) |
| *q(i)d* | what (Lat. *qui*d) |
| *qo* | where (Lat. *quo*) |
| *qu* | which (Lat. *que*) |
| *ul* | some (Lat. *ul*lus) |
| *up* | up |
| *vu* | (to) see (*view*, Fr. p.p. *vu*) |
| *za* | dear |

9. Because of their high frequency *jus*—just and *qid*—what are abbreviated in practice to *js* and *qd* respectively.

10. In the English language " has " and " have " have precisely the same meaning, and are both expressed in Speedwords by *h*.

11. The single letter *q* is used as the Speedword for " do " when a question is being asked, as " Do you know where they are? "—*Q v sa qo g e*, " Do you think they can see me? "—*Q v pu g p vu j*. As the *Q* plainly indicates that a question is being asked the note of interrogation (?) is eliminated in Speedwcrds sentences of this type. The Speedword for the action-word " do " in such a sentence as " Can I do anything to help? " will be taught at a later stage.

12. In the English phrases " He has put " and " I have cut ", called by grammarians the perfect tense, the principal verb is unaltered after " has " and " have ", a difference in procedure from " He has finished " and " They have gone ", where *-ed* and *-ne* are added to the principal verb. The first-named procedure is adopted in Speedwords in all such cases, so that " They have gone " is transcribed *G h go*, and " I have been " *J h e*.

13. This speedy note-taking of English course is an adaptation of *World Speedwords*, the structure of which is built up on the principle of " one-meaning-one-Speedword ". Thus, the World Speedwords transcription of " He has to go ", which implies compulsion, is *S ms go* (He must go). In this English literal note-taking Course, however, when compulsion is implied an exception to para. 1 rule is made by inserting *a*—to before the verb *e.g.*, " He has to go "—*S h a go*, as compared with " He has gone "—*S h go*.

14. The single-letter Speedword *a* expresses the English word "to" in all cases other than the infinitive, when, as already instructed, it is generally omitted.

### Specimen Sentences

Where and when will they go to see what other business

*Qo & qe r g go vu qd ot af*

has come in? (54 characters)
*h ko i?* (22 „ )

Do you know in which order we are to write,

*Q v sa i qu ord w e a ri*

dear? (38 characters)
*za?* (18 „ )

## EXERCISE 2A

Transcribe into English:

1. *Pl di js qd v h vu za.*
2. *Q v pu k c e l ord i qu g r ko.*
3. *J p n go up vu g po v h e.*
4. *J r ri & ze l le by ur nu j sa k g h a ma up ul ord.*
5. *Pl ax f mer ce en f z lo u te z ib.*

## EXERCISE 2B

Transcribe into Speedwords:

1. Please say if you think this is in order.
2. I can not say if some of them have just gone by, but where have they been, dear?
3. Do you think that it will be in order if I go up to see them as and when mother says?

4. Please advise me where I have to see you after this business is over, and what I can send now.

5. After all, do you think that it is just for them to have received this attention?

Check your working of the above Exercises with Key.

## Speedwords List D

| | |
|---|---|
| *o* | on |
| *s* | he, him (*s*on) |
| *ad* | addition |
| *au* | hear (*au*dience) |
| *bil* | account (*bil*l) |
| *da* | give (Lat. *da*re) |
| *et* | little (book*let*, isl*et*) |
| *fe* | glad (*fe*licity) |
| *gra* | thank (*gra*titude) |
| *id* | same (*id*entical) |
| *ku* | enclose (in*clu*de) |
| *la* | large |
| *me* | more (*me*re) |
| *om* | thing (Lat. *om*nia—all things) |
| *or* | or |
| *oz* | occasion (*oc*cur*z*) |
| *pri* | price |
| *qa* | how (Lat *qua*m) |
| *qi* | who(m) (Fr. *qui*) |
| *re* | again (*re*peat) |
| *se* | week (Fr. *se*maine) |
| *sh* | she, her |
| *so* | so |
| *us* | use |
| *ut* | item (*ut*nit) |

15. The continuous present tense forms " He is going ", " I am thinking ", etc., where the principal verb follows a part of the verb " to be ", are in Speedwords transcribed respectively " *S e go* and *J e pu* ". The principal verb also similarly remains unchanged after a preposition or adverb, *e.g.*, " By giving "—*by da*, " In thanking "—*i gra*, " Before writing "—*be ri*, " When sending "—*qe ze*. Note that para. 13 rule also applies in such phrases as " He is to come "—*S e a ko*, " They are to go "—*G e a go*.

16. In English construction " do " is superfluous after the adverbs " how ", " when ", " where ", etc., and is therefore omitted in Speedwords, *e.g.*, " How do you say it? " is transcribed *Qa v di t*? and " When does he go? " *Qe s go*?

### Specimen Sentences

How large is the item which you are sending? (35 letters
*Qa la e l ut qu v e ze?* (14 „ )

She has heard that he will be returning to business again
*Sh h au k s r e ur a af re*

on the same day as the week before (76 letters)
*o l id de z l se be* (28 „ )

We are to make an addition to the account (33 letters)
*W e a ma u ad a l bil* (13 „ )

I am glad to know whom to thank, but how or when
*J e fe sa qi gra b qa or qe*

do you think she will use this little thing? (71 letters)
*v pu sh r us c et om?* (31 „ )

## EXERCISE 2C

Transcribe into English :

1. *Q v pu k t e ib di nu qi r us t c se.*
2. *J p n di qa fe j e vu re, b qe v ur a af?*
3. *J nu ku l bil qu sh h ce : pl gra sh f l en qu sh e da a c ut.*
4. *L pri f k e l id z be, b t r e so mu me f al l ot ut qu g h ord.*
5. *J vu k t e l id et om k sh e a us re i ord au o c oz.*

"I cannot say how glad I am to see you again."

## EXERCISE 2D

Transcribe into Speedwords :

1. Which are the three items they have ordered that make so large an addition to the account?

2. She is so glad that on this occasion she can hear a little of what he is saying.

3. This item makes a large addition to the order, and I

must thank him for the attention that he is giving to the business.

4. He has heard that the price is a little more again this week. What do you think about it?

5. Dear me! I must have enclosed the other thing again. What can I say this time?

**Check your working of the above Exercises with Key.**

## EXAMINATION TEST 2E

Transcribe into English:

1. *P v di qo w h a ze c la ord, & qd l pri e a e?*
2. *Gra v, za, f go up vu sh re c se. Sh r e fe vu v.*
3. *Ri a s re & ku c bil. Pl di k t e so la k j ms sa by ur qe s r e da en a t.*
4. *Sh r e go re i u se or so, za, b js qu de s r e i j n sa.*
5. *J h e so fe au qd v h di, z j sa l en & int sh e ce re r pl sh.*

## EXAMINATION TEST 2F

Transcribe into Speedwords:

1. He has enclosed the account again, but on this occasion with some large additions.

2. He writes to say that he will be glad to use the same item again this week, or some little time after. What do you think about the two other things?

3. I hear, after all, that he has added some more large orders. How much, in all, do you think she will make?

4. Do you think it will be possible for us to give her some more of the same little things? If so, I know she will thank you for being so good to her. She has been with them for so long a time.

5. The price by now will not be the same as before. There is an addition which I must ask about in order to hear how he accounts for it on this occasion, and what it is for.

**Check your working of the above Examination Tests with Key.**

## LESSON 3

17. Such ideas as " love ", " order ", " play ", " work ", etc., are given the same forms in the English language, whether used as verbs or nouns, as are also " cold ", " liquid ", " solid ", etc., whether used as nouns or adjectives. This common-sense procedure, proved in practice, is adopted as a general principle throughout this Course, and the Speedword forms, in general, remain constant, whether employed as nouns, verbs, adjectives, prepositions, or adverbs. The following examples of the extended use of Speedwords previously listed should clearly illustrate the time-saving application of this principle :

| | |
|---|---|
| *ad* | add -ition -ally |
| *ce* | receive -pt |
| *en* | attend (to) -tion |
| *lo* | long, length |
| *oz* | occasion, occur -rence |
| *pl(e)* | please -ure |
| *po* | after -wards |
| *pu* | think, thought |
| *sa* | know -ledge |
| *vu* | see, sight |
| *vy* | advise, advice |

### The Contrary Suffix

18. In most national languages contrary ideas are expressed by entirely different words. Thus, in English, the contrary idea to that of " over " is expressed by the word " under ", and to that of " make " by " destroy ". Such a practice entails the learning of new word-roots, and

doubles the labour of memorisation. This really unnecessary tax on the memory is obviated in Speedwords by means of the contrary single-letter suffix. A Speedword ending in a consonant adds *-o* to convey a contrary meaning, while one ending in a vowel adds *-x*. Thus *ov*—over becomes *ovo*—under, and *ma*—make becomes *max*—destroy. The student should copy the following list in his note-book, as these "opposites" will be included in future exercises. It should be borne in mind, however, that the principle can be applied to any Speedword.

| | |
|---|---|
| *axo* | answer |
| **ao* | away |
| *dex* | night |
| *ido* | different -ce |
| *iro* | there |
| *ix* | out |
| *mo* | without |
| *ovo* | under |
| *upo* | down |

*19. As *ax* is already used for "ask" the contrary of directional *a*—to is expressed by *ao*—away.

20. The Speedwords *c*—this and *de*—day are joined together *cde* to express "to-day", and *cdex* to express "to-night". Similarly, *pn* should be joined up for "cannot".

21. *Iro* only expresses "there" when that word has a place relationship, as in "Go there"—*Go iro*. The rule to omit "there" in such phrases as "there is", "there will be", where *there* has no real significance, still holds good.

### Speedwords List E

| | |
|---|---|
| *at* | expect -ation (Fr. *at*tendre) |
| *bu* | book (Ger. *bu*ch) |
| *dy* | since (Fr. *d*epuis) |

| | |
|---|---|
| *ep* | place (Greek *ep*i) |
| *ja* | soon (Portuguese *já*) |
| *je* | every (Ger. *je*der) |
| *ke* | credit (*k*redit) |
| *on* | man (Slav "he") |
| *ne* | take (Ger. *ne*hmen) |
| *no* | look (*no*tice) |
| *num* | number |
| *ny* | near -ly (pronounced *nigh*) |
| *pa* | pay -ment |
| *rap* | quick -ly (*rap*id) |
| *ren* | meet -ing (*ren*dezvous) |
| *teg* | cover (Lat. *teg*ere) |
| *ud* | many (multit*ud*e) |

## Specimen Sentences

There are a number of payments to make to this man
*E u num d pa ma a c on*

before the meeting (56 letters)
*be l ren* (20 ,, )

Answer that you have not met them there since that
*Axo k v h n ren g iro dy k*

night (46 letters)
*dex* (20 ,, )

This will be a good book to take away with you
*C r e u gu bu ne ao m v*

to-night : see the length of it ! (59 letters)
*cdex vu l lo d t!* (25 ,, )

With pleasure we give every credit to the many men
*M ple w da je ke a l ud on*

who meet there without cover every week (74 letters)
*qi ren iro mo teg je se* (34 ,, )

## EXERCISE 3A

Transcribe into English :

1. *Ne l ot bu ao po z t e mo u teg.*
2. *Q v at h u dex ix ja, za. N be pa-de, j pu.*
3. *E ke a je on qi ko upo a c ep cdex.*
4. *Qo e l ep d ren? Q v n pu k t e ny ir.*
5. *X v no ovo l teg ix iro v r vu m ple l bu f qu v h pa.*
6. *X g axo z rap z j at v r ja e ao i u ido ep.*

## EXERCISE 3B

Transcribe into Speedwords :

1. I advise you to place the cover down there.

2. It is some weeks since so large a number of men has attended the meeting.

"I advise you to place the cover down there."

3. I expect her to answer quickly that she takes every credit for the book which she has since written without advice.

4. I have not been near the meeting-place over there since that night, but I will attend to (*en*) the business as quickly as possible.

5. If you pay the difference quickly they will not look down on you so much afterwards.

6. Please say that I expect to receive payment in a week. Can you send a letter under cover to him to-night?

**Check your working of the above Exercises with Key.**

### The Association Suffix

It has been definitely established in modern practice that the employment of the principle of the association of ideas is a most useful way of aiding the memory. Thus, " writing " calls " printing " to mind, " hearing " similarly suggests " listening ", while " otherwise " is related to " or ".

22. Speedwords makes valuable use of this principle through the medium of the association or relational derivative. The single-letter suffix *-i* is added to Speedwords which end in a consonant, to express a closely-related idea, and *-v* after Speedwords which end in a vowel. This device eliminates the necessity of learning hundreds of new word-roots, as is a requirement in the study of all national languages. Thus, in Speedwords *au*—hear is extended to *auv*—listen (hear-association); *ri*—write, *riv*—print (write-association), and *or*—or, *ori*—otherwise. The following list of high-frequency associations should be committed to memory at this stage:

| | |
|---|---|
| *a(d)i* | also |
| *bev* | until |
| *guv* | kind -ly |
| *pi* | may |
| *uti* | matter |
| *zi* | because |

23. As " also " is a word of very high frequency, *adi* is abbreviated in writing to *ai*.

24. The association suffix -*i* is also attached to pronouns to express the possessive case :

| | |
|---|---|
| *gi* | their(s) |
| *ji* | mine, my |
| *shi* | her(s) |
| *si* | his |
| *ti* | its |
| *vi* | your(s) |
| *wi* | our(s) |

25. Days of the week are indicated by writing the appropriate figure of the day of the week after *D* (*de*—day), *e.g.*, *D*1—Sunday, *D*2—Monday, *D*3—Tuesday, *D*4—Wednesday, *D*5—Thursday, *D*6—Friday, *D*7—Saturday.

26. In such phrases as " I do not know ", " He does not think ", " They do not write ", the auxiliary " do " is again superfluous, and is therefore omitted in Speedwords. The phrases quoted are accordingly rendered *J n sa*, *S n pu*, and *G n ri*.

### Speedwords List F

| | |
|---|---|
| *y* | was, were |
| *an* | year (*an*num) |
| *ba* | back |
| *est* | appreciate -ion (*est*eem) |
| *if* | inform -ation (*in*form) |
| *kre* | believe -f (*kre*dible) |
| *lu* | month (*lu*nar) |
| *na* | of course (*na*turally) |
| *ok* | right (O.K.) |
| *su* | better (*su*perior) |
| *to* | amount (*to*tal) |

27. The selection of *y* as the Speedword for the high-frequency past-tense auxiliary verbs " was, were " is somewhat arbitrary, but it will assist the memory if it is recalled that the letter " y " was used as a prefix in Old English to indicate the past participle, *e.g.*, *yclept*—called.

### Specimen Sentences

Thank you also for the information which you have kindly
*Gra v ai f l if qu v h guv*
given to my mother to-night (69 letters)
*da a ji mer cdex* (29 ,, )

I do not believe that what you have paid to-day was the
*J n kre k qd v h pa cde y l*
right amount for the occasion (68 letters)
*ok to f l oz* (25 ,, )

I am glad that your account was not so large as I was
*J e fe k vi bil y n so la z j y*
expecting. May I pay the difference after the monthly
*at Pi j pa l ido po l lu*
meeting on Monday? (101 letters)
*ren o D2 ?* ( 41 ,, )

It will be better for mother, of course, if she does not go
*T r e su f mer na x sh n go*
back to your place there until Saturday (86 letters)
*ba a vi ep iro bev D7* (36 ,, )

## EXERCISE 3C

Transcribe into English :

1. *Guv da vi en a l uti d pri cde. Be v go ao a l ren o D3 pl a(d)i axo l ud ot le qu w h ce.*
2. *Na, j mu est l guv int s h ne i u num d ji bu dy wi ren.*
3. *J kre k vi et uti pi ce su en c lu.*
4. *Q v sa qd l to y. X so, pl ku l if qe v ze ba vi axo o D5.*

5. *Wi af pi e su c an zi d l ad en t h ce dy c on h ne u int i t.*

6. *V p ne je ke f vi guv* (kindness) *i no po ji ud int i c ep. V sa qa mu j est t.*

## EXERCISE 3D

Transcribe into Speedwords:

1. I also do not believe that the amount of their account for the meeting on Saturday was right, and I appreciate your kind advice.

2. Please enclose more information about the other matter when you write, and answer their letter before the month is out.

3. Their account must not go back until Friday as we may not know before our meeting on Monday if the amount this man has written down in the book is right.

4. I appreciate, of course, that Tuesday may be the better day to write, but I must have more information quickly about his place there.

5. Do you not think it is possible that it may be the same week and the same month this year also?

6. She has not been down there since that Thursday night until to-night, but I may add that she was under cover all the time.

**Check your working of the above Exercises with Key.**

## EXAMINATION TEST 3E

Transcribe into English:

1. *Je ke go a v f l pu & en qu v h da a l ep. W al est qa mu su, & qa ido, t no.*

2. *Shi mer h e ao dy D6, & h ne u num d ji om m sh.*

3. *T r e su ku l ce m vi axo cde. V pi ai if g k j kre l to e ok.*

4. *T y ji ple e ix iro o D3 dex, & j at e go ao re i u lu or so i ord vu ul d l vu.*

5. *E ud d si bu upo iro. J pi n vu s bev D7, b j r fe en l uti qe j ren s.*

## EXAMINATION TEST 3F

Transcribe into Speedwords :

1. The year has gone quickly, but with much credit and pleasure to the many who have so kindly attended the different meetings.

2. Of course you are right in believing that this man will pay the amount quickly.

3. The advice they have given us is to take back a number of the covers to-night. Do you not think they are right?

4. Our meeting will be under cover to-night, and nearly all of them are expecting to look in some time.

5. Kindly look and see if all the books are in their right places, because it occurs to me that many may have been taken out without our knowledge since the meeting.

**Check your working of the above Examination Tests with Key.**

## LESSON 4

28. The past tense of any verb is indicated in Speedwords by prefixing the letter *y*-, but this new rule does not affect the past participles which follow " has " and " have ", as laid down in para. 12. The following table should be written out in full, as it illustrates how the different tenses are expressed in Speedwords, including the continuous past tense " he was going ", " they were thinking ", etc.

| | |
|---|---|
| I am receiving it | *J e ce t* |
| I was receiving it | *J y ce t* |
| I have received it | *J h ce t* |
| I received it | *J yce t* |
| I did not receive it | *J n yce t* |
| He goes | *S go* |
| He is going | *S e go* |
| He was going | *S y go* |
| He has gone | *S h go* |
| He went | *S ygo* |
| He did not go | *S n ygo* |
| Did he go? | *Q s ygo* |
| She is covering the book | *Sh e teg l bu* |
| She was covering the book | *Sh y teg l bu* |
| She covered the book | *Sh yteg l bu* |
| She has to cover the book | *Sh h a teg l bu* |
| She did not cover the book | *Sh n yteg l bu* |
| Did she cover the book? | *Q sh yteg l bu* |
| She will cover the book | *Sh r teg l bu* |
| We were attending the meeting | *W y en l ren* |
| We attended the meeting | *W yen l ren* |
| We have attended the meeting | *W h en l ren* |
| We did not attend the meeting | *W n yen l ren* |

29. Write in your note-book: *p*—can, *yp*—could, *pi*—may, *ypi*—might, *r*—will, *yr*—would.

30. Note that "had", the past tense of "have", is, for convenience, written *hy*, and not *yh*.

31. In general, the past tense prefix *y-* need only be used once in the same sentence, *e.g.*, "When they heard the price they quickly thanked me"—*Qe g yau l pri g rap gra j.*

32. Similarly, the past tense prefix *y-* may be omitted when the time factor is indicated elsewhere in the same sentence, as "Here is the other letter which came on Tuesday"—*Ir e l ot le qu ko o D3.*

33. The single-letter suffix *-b* expresses possibility, *e.g.*, *pab*—payable, *ceb*—receivable, *vub*—visible, *ozb*—perhaps, *kreb*—believable.

### Speedwords List G

| | |
|---|---|
| *am* | love (*am*orous) |
| *des* | desire |
| *fu* | few |
| *he* | heat, hot |
| *ik* | quality (civ*ic*, scen*ic*) |
| *ry* | building (bake*ry*, libra*ry*) |
| *ser* | seek (*sea*rch) |

### The Favourable Suffix

34. It has already been made clear that one of the important vocabulary building principles of Speedwords is to express new ideas without requiring the student to memorise new word-roots. Examples have already been given by means of the "contrary" suffixes *-o*, *-x*, and the "association" *-i -v*. In this lesson the single-letter suffix *-u* is introduced, its function being to express a new idea

which has a specially favourable relation to the Speedword to which it is added:

| | | | |
|---|---|---|---|
| *at* | expect | *atu* | hope |
| *ib* | possible | *ibu* | probable -y |
| *ik* | quality | *iku* | satisfactory -ion |
| *on* | man | *O(nu)* | sir |
| *ok* | right | *oku* | true -th -ly |
| *oz* | occasion | *ozu* | opportunity |
| *rap* | quick | *rapu* | prompt -ly |
| *ry* | building | *ryu* | school |
| *to* | amount | *tou* | sufficient -ly |

35. *Onu*—sir may be abbreviated to the single capital letter *O*.

**Specimen Sentences**

I thought that perhaps you desired an opportunity
*J ypu k ozb v des u ozu*
to seek the truth (56 letters)
*ser l oku* (23 „ )

If you desire to give satisfaction quickly you must
*X v des da iku rap v ms*
attend night school promptly (77 letters)
*en dex ryu rapu* (33 „ )

I believed that it was of much better quality, sir,
*J ykre k t y d mu su ik O*
and that it would be sufficiently good for what I had
*& k t yr e tou gu f qd j hy*
hoped to make (90 letters)
*atu ma* (36 „ )

It is hot here, as I might have expected, so please look
*T e he ir z j ypi h at so pl no*
out for my probable return to-night (76 letters)
*ix f ji ibu ur cdex* (36 „ )

## EXERCISE 4A

Transcribe into English :

1. *O, j am & ser oku, & est qd e js, gu, & guv.*
2. *S ydi k s h n e so he i ryu be, & des sa qa ja s yp ko ba ir.*
3. *Zi v hy h so fu ozu j h atu k v yr e rapu ne g z & qe g ko.*
4. *Ozb s yteg up l axo, O. X v no ovo iro v pi vu qd v e ser, & x so j atu k t r e iku.*
5. *Ul d l ut ab qu v hy if j n yda l iku & ple f qu j h atu.*
6. *E fu ry iro cde, & g n int j z mu z c ryu.*

## EXERCISE 4B

Transcribe into Speedwords :

1. I would love to have come if I had had sufficient time: who knows but that perhaps after all I may have the pleasure? Where is the school building, please?

2. It is probable that I could love him more if he were also good, kind, and just.

3. Dear Sir, I take this opportunity of thanking you for the quality of this book, and for the many other things which you sent to me so promptly on Friday.

4. It is probably true, of course, that a few items were not in order on Monday : I had hoped that since Thursday the quality would have been much better.

5. The building is all that I could desire, and I do not think it would be true to say that it might have been better.

6. There have been few hot days since Monday week, sir, a difference I much appreciate.

**Check your working of the above Exercises with Key.**

### Speedwords List H

| | |
|---|---|
| *cer* | certain -ly |
| *do* | live (*do*micile) |
| *fa* | do, does (Lat. *fa*cere) |
| *fo* | front (*fo*re) |

| | |
|---|---|
| *ga* | complete (Ger. *ga*nz) |
| *ha* | possess -ion (*ha*ve) |
| *ig* | general -ly |
| *my* | most (Ger. meist, pron. *my*st) |
| *par* | part |
| *ra* | work (French: t*ra*vailler) |
| *ro* | list (*ro*ll) |
| *sav* | understand -ing (slang " *sav*vy ") |
| *sek* | follow (con*sec*utive) |
| *tru* | through (*th*ru) |
| *ub* | well |

36. The suffix *-g* will later be introduced as a " general " derivative.

37. It will help the student to memorise *ub*—well if it is remembered that the first letter *u* is used for the " favorable " suffix, and the second letter *b* for possibility.

38. The Speedword *fa* is used to express the English words " do " and " does " when either is used as the principal verb in a phrase, *e.g.*, *s fa ub* " he does well ", *sh r fa qd v des*, " she will do what you desire." Where " do " is merely used in English as an auxiliary verb the rules laid down in paragraphs 11, 16, and 26, still apply.

### The Augmentative Suffix

39. Another single-letter suffix which eliminates the necessity of memorising new word-roots is the intensive or augmentative *-e*, which gives an extended or amplified meaning to the Speedword to which it is attached. Thus, *ny*—near becomes *nye*—next, and *en*—attention *ene*—care(ful).

40. When the *-e* suffix is also added to any qualitative word it has the force of " very ", as *mue*—very much, *gue*—very good, *loe*—very long, *ete*—very little, *hee*—very hot, etc.

41. Write out the following list of augmentatives:

| | |
|---|---|
| *ale* | entire -ly |
| *ene* | care -ful -ly |
| *nye* | next |
| *qae* | however |
| *ute* | subject |

## Specimen Sentences

There will be very little work to do, but you may be
*R e ete ra fa b v pi e*

certain that she will follow their advice
*cer k sh r sek gi vy*

completely (85 letters)
*ga* (30 ,, )

The three subjects interest me very much, and I am
*L* 3 *ute int j mue & j e*

certain that we well understand the general desire
*cer k w ub sav l ig des*

in this matter (95 letters)
*i c uti* (37 ,, )

You must be very careful to cover part of the front
*V ms e enee teg par d l fo*

of the school, and also to pay some attention to
*d l ryu & ai pa ul en a*

the building where they used to live (109 letters)
*l ry qo g yus do* ( 44 ,, )

I hope to follow you in the next few days, but it may
*J atu sek v i l nye fu de b t pi*

probably be without some of the other books for
*ibu e mo ul d l ot bu f*

which you asked (92 letters)
*qu v yax* (42 ,, )

## EXERCISE 4C

Transcribe into English :

1. *R ibu e mue me ra fa nye lu : j r, qae, en al j ib p i ord ren gi des ga l uti rapu.*

2. *J e cer k s h u gue mer, & k s ser je ib ozu fa sh ke.*

3. *J kre k s h fue ha, b v pi e cer k s yr pa w ub x s hy l ozu.*

4. *Za mer, j atu e ba i vi ep i u fu de m l ale ro d al l axo ab l ute o qu v ser me if.*

5. *Sh e nu do i l fo par d l ry. J sav k sh e mu su, & r ja e ga ub re.*

6. *Qae ene w pi e t sek k z s ha me s r, na, h l my ozu.*

"It is true that I possess more money now, but the amount is not sufficient to live on satisfactorily."

## EXERCISE 4D

Transcribe into Speedwords :

1. It is true that I possess more now, but the amount is not sufficient to live on satisfactorily.

2. She understands the part in general, but I will go through most of it with her again without the book.

3. Please be careful to make a complete list of the work we must do next month, and say which of the many subjects must receive our entire attention.

4. They live in the front part of the building: do you think you could meet the two men there to go through the entire list of accounts?

5. I understand that if you could pay them part of the amount promptly through your general business account, however little it might be, it would be more satisfactory to them.

6. It is through you that I am entirely without credit just now, and I am certain that you understand completely what must follow.

**Check your working of the above Exercises with Key.**

## EXAMINATION TEST 4E

Transcribe into English:

1. *My d g ypu t y hee js i fo d l ryu, O, b t y n so gux* (bad) *i l ot par d l ry.*

2. *Ozb t e js z ub k w n yen l ren, b si mer yr cer am h go.*

3. *T e ibue k s n ysav vi ord, O, b j kre s hy tou i si ha pa l bil rapu.*

4. *T yr e me iku x v ygo* (went) *tru c lo ro enee cde, & ga l af i te f l ren cdex.*

5. *J yne l ozu d di k l ik y n ale iku, & k l uti ms nu e l ute d rapu & ene en.*

## EXAMINATION TEST 4F

Transcribe into Speedwords:

1. In general, I am glad to advise you that he is doing very well. Of course, he loves the school very much.

2. She had to take three more subjects, but I under-

stand that she did very well, and came through satisfactorily.

3. We followed him right down to the school, and afterwards sought for him through most of the night.

4. I certainly hoped that you might take the opportunity to live in this building for a few months. The truth is I believed that you would desire to do so.

5. It was Good Friday before the list came into my possession. I hope, however, to give the matter more attention before the week is out.

**Check your working of the above Examination Tests with Key.**

## LESSON 5

### Speedwords List J

| | |
|---|---|
| *du* | continue (*du*ration) |
| *eg* | equal (Fr. *égal*) |
| *fy* | reason |
| *im* | suppose (*im*agine) |
| *kom* | company |
| *mi* | mid-day |
| *nav* | ship (*nav*al) |
| *of* | offer |
| *op* | against (*op*pose) |
| *pe* | period |
| *ru* | remain (*Ru*mania !) |
| *sev* | divide -ision (*sev*er) |
| *ta* | late -ly (*ta*rdy) |

**42.** *Fy* is the causal suffix in such English words as " beautify ", " simplify ", " terrify ". Memorise " cause-reason ".

**43.** *Kom* is abbreviated to capital *K* when a business organisation is to be expressed.

### Association Derivatives (Second List)

| | |
|---|---|
| *fov* | forward(s) |
| *oti* | change |
| *puv* | consider -ation |
| *uv* | first |

44. In some languages " a, an, one " are all expressed by the same symbol, and it will assist the memory if *uv*—first is regarded as expressing " one-association ".

### Contractions

45. Speedwords emulates modern shorthand systems in making use of special contractions to assist rapidity in writing, and the following list of contractions should be written out and memorised:

| Contraction | Words of which formed | Meaning |
|---|---|---|
| *az* | *al oz* | always |
| *iz* | *ir ze* | herewith |
| *nm* | *n om* | nothing |
| *um* | *ul om* | something |
| *uo* | *u ot* | another |

### Specimen Sentences

I suppose they could have offered to divide the first order
*J im g yp h of sev l uv ord*
equally as well as this (68 letters)
*eg z ub z c* (25 „ )

They will continue to give credit to the Company if it
*G r du da ke a l K x t*
remains in the building business (72 letters)
*ru i l ry af* (21 „ )

There has been another change for the better in the period
*H e uo oti f l su i l pe*
under consideration (66 letters)
*ovo puv* (21 „ )

Herewith I enclose something which I hope and believe will
*Iz j ku um qu j atu & kre r*
always be of use to the Company (74 letters)
*az e d us a l K* (28 „ )

## EXERCISE 5A.

Transcribe into English:

1. *Iz j ku uo of. C te t e f eg sev. Guv fov vi axo by ur.*
2. *Sh ydi cde k sh yr az am j, u oti j mue est.*
3. *J h au um op g cde f l uv te, b j n kre t, & j h gu fy im k w pi ja no fov a u su pe.*
4. *U eg sev yr go op w : w ms ma uo oti po l mi nav h ko i.*
5. *J puv k g e u K qu r du go fov.*
6. *Nm ru i l nav, & j e fe di k t e nu ale wi.*

## EXERCISE 5B

Transcribe into Speedwords:

1. This is the first satisfactory reason we have received since he has been away.
2. It is always very hot about mid-day just now, which I hope you consider is a very good reason for my being late to-day.
3. The matter would certainly have had some consideration, but we did not come back until very late to-night.
4. Herewith I offer a few additional items for your careful consideration to-night.
5. The ship came in as late as mid-day. What reason did you offer?
6. For a very good reason the Company offers first to do something to the ship, in which nothing must remain after mid-day.

**Check your working of the above Exercises with Key.**

### Speedwords List K

| | |
|---|---|
| *ed* | end |
| *er* | person (bak*er*, etc.) |
| *fem* | woman (*fem*ale) |
| *gre* | grade (*gra*de) |
| *il* | special -ly (spec*ial*) |
| *kon* | agree -ment (*con*cord) |

### Contrary Derivatives (Second List)

| | |
|---|---|
| *azo* | never |
| *fex* | sorry |
| *imo* | indeed |
| *lox* | short |
| *myx* | least |
| *opo* | assist -ance |
| *ox* | off |
| *uvo* | last |

### The Causative Suffix

46. The memorising of word-roots is further reduced by using a causative suffix *-f* after a Speedword which ends in a vowel, and *-y* after one which ends in a consonant, *e.g.*, *cer*—certain, *cery*—assure -ance (cause to be certain); *pa*—pay, *paf*—charge (cause to pay); *ru*—remain, *ruf*—leave (cause to remain); *ta*—late, *taf*—delay. These examples should be written out in one's note-book to assist the memory.

### The Special Suffix

47. The "special" single-letter suffix *-l* is attached to Speedwords to indicate an idea or object which has a special association with the Speedword to which it is joined. The following examples should be written out in the usual way:

| Radical | | Special | |
|---|---|---|---|
| *ax* | ask | *axl* | request |
| *if* | inform | *ifl* | report |
| *pa* | pay | *pal* | cheque |
| *ro* | list | *rol* | record |
| *ze* | send | *zel* | remit -tance |

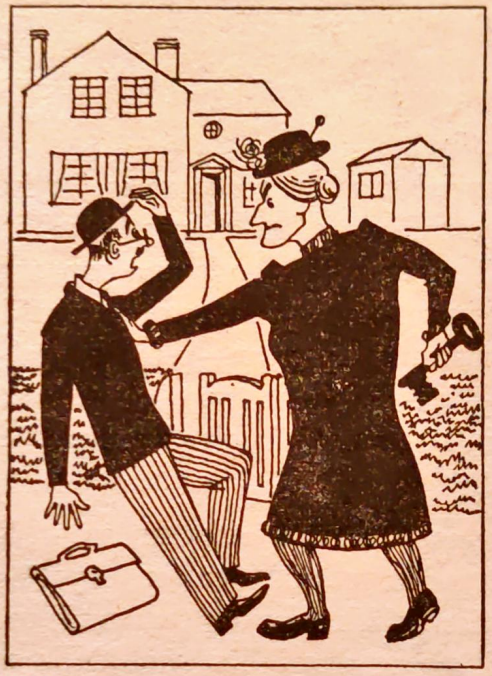
### The General Suffix

48. The single-letter suffix *-g* is used to indicate something which has a general application to the Speedword to which it is added. High-frequency "generals" are *ry*—building, *ryg*—house; *pe*—period, *peg*—season.

Specimen Sentences

The request had never been forwarded because we had
*L axl hy azo e fov zi w h*

received an assurance that the Company would meet
*ce u cery k l K yr ren*



"Please report as promptly as possible how soon the woman desires to take possession of the house."

the charge with the least possible delay, and
*l paf m l myx ib taf &*

certainly before the end of the season (154 letters)
*cer be l ed d l peg* ( 60 „ )

Please report as promptly as possible how soon the
*Pl ifl z rapu z ib qa ja l*

woman desires to take possession of the house (80 letters)
*fem des ne ha d l ryg* (35 „ )

I indeed agree that the first six houses must be of a
*J imo kon k l uv* 6 *ryg ms e d u*

different grade, but I also desire a report on the building
*ido gre b j ai des u ifl o l ry*

of the four other houses without delay (119 letters)
*d l* 4 *ot ryg mo taf* ( 53 „ )

This person must indeed live near the front for a
*C er ms imo do ny l fo f u*

very good reason, and you will be glad to hear that he
*gue fy & v r e fe au k s*

assures us that it gives him very much pleasure
*cery w k t da s mue ple*

to offer his assistance (141 letters)
*of si opo* ( 55 „ )

## EXERCISE 5C

Transcribe into English :

1. *V ms axl u zel f l* 50 *bu by pal mo taf.*

2. *W e fex vy v k wi paf f l ed d l peg ms e u et me.*

3. *T e m mue ple k, z v axl, j ruf u lox rol d l il opo qu l K h guv da.*

4. *Fu er yru f l ale peg, & j y fexe k u la num d fem ruf w be l il se-ed.*

5. *W cery v k t az da w ple fa af m v: pl if w d l myx taf i ga l ra.*

6. *J kon k l uvo om j yze y n d l gre k t ypi h e ; ozb, qae, v yr zel u pal i par pa by ur.*

## EXERCISE 5D

Transcribe into Speedwords :

1. They agree to take special care to see that all the women continue to receive equal assistance.

2. I assure you that he was indeed the first person to leave the ship last Saturday.

3. The least you can do is to place on record that there has never been so short a season.

4. I am sorry to have to report differently, and to say that he cannot remit on Saturday, but that he hopes to pay off something before the end of next week.

5. I assure you with pleasure that the charge for the report of the special occasion last month will be very little indeed.

6. We have recorded a short but complete report about this woman, and we will indeed send it off to the Company without delay.

**Check your working of the above Exercises with Key.**

## EXAMINATION TEST 5E

Transcribe into English :

1. *V ypi z ub axl g me rapu rol l ce d al wi zel by pal.*

2. *Gi axo y k g y fex h a ifl k ryg ry c peg h e ute a mue taf.*

3. *L K di g yp azo puv l myx oti i gi paf f c gre d ry.*

4. *C fem r e ta, zi l nav by qu sh e ko ir h e ute a u lox tav dy ruf g uvo D5 mi.*

5. *J h mu est l ple d vi kom c lox peg, & j atu ren v re tax* (early) *nye an m um d ig int ifl.*

## EXAMINATION TEST 5F

Transcribe into Speedwords :

1. As I said, that was another reason for dividing equally what remained.

2. There is, indeed, nothing left to do but to agree to offer special assistance to the Company.

3. It will be a pleasure to end the agreement with this person, and to write off the account entirely.

4. I can assure you that it will always be my first consideration to see that the work continues to go forward quickly.

5. Herewith I now enclose my cheque in payment of the account for the special work you did last month. I am very sorry that this remittance has been subject to so much delay.

**Check your working of the above Examination Tests with Key.**

## LESSON 6

### Association Derivatives (Third list)

| | |
|---|---|
| *adi* | further |
| *axi* | apply -cation |
| *dav* | deliver -y |
| *dexi* | evening |
| *duv* | still |
| *egi* | balance |
| *f(i)n* | find |
| *koni* | according (to) |
| *lov* | along |
| *ofi* | suggest -ion |
| *opi* | (al)though |
| *pev* | while |
| *rov* | invoice |
| *sevi* | department |

49. *Fin*—find is another high-frequency word which qualifies for abbreviation to the 2-letter *fn*.

50. The expressions " also " and " further " are practically synonymous in meaning, but a distinction can be made by using the special abbreviation *ai* for " also ", while retaining *adi* for " further ".

### The Complementary Suffix

51. Certain ideas have natural complements, such as " cause—effect ", " write—read ", and " offer—accept ". The complement of any Speedword is represented by the

addition of the single-letter suffix *-s*. The following complements should be written out and memorised :

| | |
|---|---|
| *fes* | enjoy |
| *fys* | therefore |
| *ofs* | accept |
| *uss* | serve -ice |
| *vus* | seem |
| *zes* | bring |

### The Diminutive Suffix

52. The vocabulary provided by Speedwords radicals or parent-words is increased automatically by suffixing the single letter *-t* to express a diminutive idea naturally associated with the Speedword to which it is joined (*-t* is the shortened form of *et*—little). Write out the following four useful diminutives in your note-book :

| | |
|---|---|
| *dot* | visit |
| *f(em)t* | girl |
| *gret* | rather |
| *ryt* | office |

53. The diminutive *femt*—girl is abbreviated to *ft* in practice.

### Specimen Sentences

If you look still further along there you will soon find
*X v no duv adi lov iro v r ja fn*

the office you are seeking (68 letters)
*l ryt v e ser* (31 „ )

I suggest that you visit the department and see the girl
*J ofi k v dot l sevi & vu l ft*

on the subject while you have the opportunity (84 letters)
*o l ute pev v h l ozu* (34 „ )

It seems that we must accept delivery although it may
*T vus k w ms ofs dav opi t pi*

not be according to the agreement (72 letters)
*n e koni l kon* (30 „ )

There is another request for further information about
*E uo axl f adi if ab*

the last item on the invoice, and we gladly accept the
*l uvo ut o l rov & w fe ofs l*

assistance which you kindly offer (119 letters)
*opo qu v guv of* ( 44 „ )

## EXERCISE 6A

Transcribe into English :

1. *Koni l rov, opi t yko tae, g r h dav tou bu a l sevi be l dexi.*

2. *T vus, fys, k t r e d gret me uss a l K x w uv ax l f(em)t dot vi ryt & zes lov l* 3 *rov.*

3. *T no z x g y gret ta m l ord, so w h axi a g zes l egi d l dav a l ryt i wi sevi c dexi.*

4. *J p cery v k l ft r uss v ub, fys j vy v ofs shi of mo adi tav.*

5. *J ofi k v yr fes u lox dot upo iro pev l ozu of.*

6. *T vus ibue, fys, k l K r zes l uti fov re.*

## EXERCISE 6B

Transcribe into Speedwords :

1. Although the invoice came rather late we must still apply for prompt delivery.

2. While I agree that I enjoyed the visit I am still rather sorry, for a certain reason, that I went to their office.

3. I would rather that you brought the invoice for the

balance of the delivery with you, though I agree that it may very possibly not be of service to us.

4. If you find the application to be entirely satisfactory I think we could reasonably accept the offer which the girl has made.

5. According to the invoice which has come through, your account will still have a credit balance.

6. While you are bringing the two invoices to this department I will visit the other office and ask if they have had a further application.

## REVISION EXERCISE 1

Transcribe into English :

1. *J im k bev v ruf v r du do ny l fo.*
2. *C he pe d l peg da w ple, & w e fes t mue.*
3. *Iz pl fn u lo ro d l il bu qu l K e fov a v. G vus e ig d u su ik.*
4. *J hy je fy pu k g ypi go a l fo uvo se.*
5. *T vus k j p fa nm ok : sh h az e op j.*
6. *W atu k v r azo do nye or ny a gi ryg.*

## REVISION EXERCISE 2

Transcribe into Speedwords :

1. I found most of the persons there were equal to the occasion.

2. Although I offered the house without possession it brought in a record price.

3. Please bring your cheque-book with you so that we can pay the charge promptly.

4. I am sorry that you seem to think that this woman on the short list is rather forward.

5. The least he could do was to divide equally all the change I had left.

6. You must do something or other quickly with what remains in your possession.

Check your working of the above Exercises with Key.

"You must do something or other quickly with what remains in your possession."

### Speedwords List L

| | |
|---|---|
| *bi* | life (*bi*ology) |
| *eb* | even (Ger. *eb*en) |
| *ho* | high, height (Ger. *ho*ch) |
| *mat* | material |
| *nam* | name |
| *nes* | necessary |

### The Negative Suffix

54. The single-letter suffix *-n* is employed to express a negative idea. The only one which qualifies, because of its frequent usage, to be learned at this stage is *kun*—except

-ion (not enclosed or included). Other examples reproduced for the purposes of illustration are *gan*—hardly (not completely), *kren*—doubt (not believe), *okn*—mistake (not right).

### The Plural Suffix

55. Plurals are indicated in Speedwords by the addition of *-z* when plurality has not already been indicated by such words as " few ", " several ", " two ", " twenty ", etc. The absence of the singular " a, an " also suffices of itself to indicate the plural number, *e.g.*, *G e ax ho pri* must be plural " They are asking high prices " because the singular would be written *G e ax u ho pri.*

56. Memorise *cz*—these, *cuz*—those, *erz*—persons, *seviz*—departments, *roz*—lists. Observe also that it is unnecessary to duplicate the plural indicator as in English " I very much appreciate those books which you have given to me " which would be written *J mue est cuz bu qu v h da a j.* (Note.—*cu* is used in international correspondence to express " that " when it is a demonstrative adjective.)

### The Place Suffix

57. A place specially associated with any Speedword is indicated by the " place " suffix *-p*. Thus *do*—live, *dop*—address (the place where someone lives).

### Months

58. The months of the calendar are expressed in Speedwords by adding the appropriate figure to *L*, the abbreviation for *lu*—month, as *L*1—January, *L*2—February, *L*3—March, *L*4—April, *L*5—May, *L*6—June, *L*7—July, *L*8—August, *L*9—September, *L*10—October, *L*11—November, *L*12—December.

### Ordinal Numbers

59. Ordinal numbers are expressed in Speedwords by adding the association suffix *-v* to the appropriate figure,

thus *2v*—second, *3v*—third, *4v*—fourth, *101v*—hundred-and-first, etc.

### Idea Compounds

60. In the German language " thimble " is expressed by the symbolic compound " finger-hat ", " gum " by " tooth-flesh ", and " glove " by " hand-shoe ". This compound symbolism is carried still further in the Chinese script in which the ideograms " woman " and " child " are compounded to express " happiness ", " hand-hand " expresses " friendship ", " sun-moon " is the compound for the abstract term " brightness ", while " woman-woman-woman " has come down through the ages to express " scandal " ! Because Speedwords are so short, idea-compounds can be freely employed to eliminate the necessity of learning thousands of new arbitrary root-forms. The following logical idea-compounds should be easily memorised. A particular virtue is that they reveal their identity at sight :—

| Idea Compound | Components | Meaning of Compound |
|---|---|---|
| *bemi* | before-midday | morning |
| *debe* | day-before | yesterday |
| *depo* | day-after | to-morrow |
| *pehe* | period-hot | summer |
| *pomi* | after-midday | afternoon |
| *ze(na)v* | send-ship | shipment |

61. Because of their frequency of use *pehe*—summer may be abbreviated to *peh*, and *zenav*—shipment to *zev*.

### Specimen Sentences

The shipment has to leave this place for the right

*L zev h a ruf c ep f l ok*

address to-morrow morning (63 letters)

*dop depo bemi* (27 „ )

Except for a part of September the summer season
*Kun f u par d L9 l peh peg*

generally seemed to me to be very hot (70 letters)
*ig yvus a j e hee* (29 „ )

Yesterday morning I paid my second visit to the different
*Debe bemi j pa ji 2v dot a l ido*

addresses you gave me, but I could find nothing of the
*dopz v da j b j p fn nm d l*

persons whom you had supposed were living
*erz qi v hy im y do*

there (131 letters)
*iro* ( 56 „ )

The prices of these materials seem rather high : I
*L priz d cz mat vus gret ho j*

suggest they are not necessary and that we agree
*ofi g e n nes & k w kon*

to seek something entirely different (113 letters)
*ser um ale ido* ( 48 „ )

## EXERCISE 6C

Transcribe into English :

1. *Cz mat e n so gu z cuz, & e koni ido i pri.*
2. *Eb qd g puv e ho bi e n al k cuz er im.*
3. *C e l 7v ze(na)v go a c dop i l luz d L3 & L4.*
4. *J e no fov a depo pomi eb opi t pi e hee iro.*
5. *Opi w hy atu k l 4v d cz zev d nes matz yr go a l fo debe pomi g r duv e d uss x w ze g ox mo adi taf, di c dexi or depo bemi.*
6. *Eb opi sh nu vus e u ido ft j duv am sh, & j cer yp n fes bi kun i shi kom.*

## EXERCISE 6D

Transcribe into Speedwords :

1. My name will be different to-morrow afternoon.
2. Many men and women visit this address in the summer months of July and August.
3. This is the second June I have visited them here, and I am enjoying life very much just now.
4. Yesterday morning we went to their general office again, and found they were still completely against making the high charges for the materials you had suggested.
5. The quality of those materials is not very satisfactory, though I suppose you consider that the persons who made them have a good name in business.
6. Good morning ! I first met you last January while in London, but except for a short period in the summer season I have not seen you since.

## REVISION EXERCISE 3

Transcribe into English :

1. *Kun f u fu mat l priz c peh e imo gret ho.*
2. *L sevi ifl k cz pal r ma wi egi eg a qd t y js be l ed d uvo an.*
3. *Koni gi le l gre d cuz mat e n qd g hy at.*
4. *S at k t r e nes f l ft e ao f u lo pe nye peh, & j sav k t e f u gue fy.*
5. *F ul il fy l K puv k c e ozb n l ok te ma oti i cz uti.*
6. *J e fex di, fys, k c sev d l af vus e op wi ig int.*
7. *J r, na, az ru z ny z ib i ord zes opo rap qe nes.*
8. *V r fn my d l matz qu v ser upo iro ovo u il teg.*
9. *W gra v mue, O, f l ofiz qu, w pi di, da w mu ple.*
10. *T e cer nese f v zel rapu u pal tou pa ox l to g axl.*
11. *G h ma l id axl re, & t r e ub f v ri um ab l uti a g c dexi.*

## REVISION EXERCISE 4

Transcribe into Speedwords :

1. All of those persons, without exception, are in the service of the life assurance department.

2. This afternoon we will follow up our application for additional materials, even though the shipment may still be subject to some delay.

3. These letters enclose requests for delivery to a large number of different addresses to-morrow morning.

4. Herewith please find cheque for the balance of the charge for your work on the house and buildings in the summer season.

5. Because of what occurred last year I assure you they will never again accept the assistance of that department.

6. The least they can do is to change the name of the Company, or go out of business.

7. The general quality of most of these special materials is all that we could desire.

8. Please go back and make a careful record of all the items which you may consider to be material to the report for which they have asked.

9. The invoice came yesterday morning through the departmental office, and I hope that before to-morrow afternoon we may receive delivery of a number of the special books you have ordered for the school.

10. I think, however, that she would not enjoy school life very much just now, so please advise her to remain where she is for another year.

11. It is very necessary that you come along next Friday evening to assist us in taking possession of the house.

**Check your working of the above Exercises with Key.**

## EXAMINATION TEST 6E

Transcribe into English :

1. *Debe pomi j fn gi axi f rapu dav d l ud bu g ord uvo L2.*

2. *Pev v e ab t v pi z ub zes lov l nes rovz f l adi matz l sevi des.*

3. *Opi l ofi k l ft h ne um ao e duv ovo puv j yr gret k v fa nm adi bev po ji dot a l ryt depo bemi.*

4. *J n kren k l K h ma u okn i l nam, x n ai l dop, eb opi v ofi g h azo e oko* (wrong) *be.*

5. *Cuz er qi v y ser uvo L10 e imo ofsb. J sav k g r zes l nes buz lov m g depo pomi.*

## EXAMINATION TEST 6F

Transcribe into Speedwords :

1. It was very hot indeed all through the season last summer except for a short period in August.

2. It would seem that his record of service has always been satisfactory, and I therefore suggest we do not delay in accepting his further offer.

3. They request us to find out how high the school buildings are. I have accordingly asked him to report the information as soon as possible.

4. I am enjoying life here very much with the girl I love. Perhaps you would take the opportunity to-morrow evening to pay us a visit. I enclose our address with the name of the house where you will find us.

5. Yesterday they sent their third shipment of the special materials. I am sorry to have to report that the prices are rather high. The general quality, however, is much better than (Z) the last delivery.

**Check your working of the above Examination Tests with Key.**

## LESSON 7

### Speedwords List M

| | |
|---|---|
| *ac* | purchase (Fr. *ac*heter) |
| *ap* | open -ing (*ap*erture) |
| *ca* | room (*ch*amber) |
| *ci* | decide -ision (de*ci*de) |
| *dir* | direct -ion |
| *fur* | supply (*fur*nish) |
| *hon* | sincere -ity -ly (*hon*our) |
| *ip* | self -ves (Lat. *ip*se) |
| *jun* | young (*jun*ior) |
| *ken* | acknowledge -ment (Ger. er*ken*nen) |
| *kla* | class |
| *kos* | world (Greek *kos*mos) |
| *las* | allow -ance( Ger. *las*sen) |
| *mem* | remember (*mem*ory) |
| *mir* | wonder -ful (*mir*acle) |
| *pap* | paper |
| *qy* | why (Memorise *kwy*) |
| *ron* | (a)round (*rou*nd) |
| *sit* | position (pos*it*ion) |
| *val* | value -able |
| *zu* | condition |

62. The Speedword *ip*—self also expresses "myself", "yourself", "himself", "herself", "itself", "ourselves", "themselves", "yourselves", according to the context. Thus, "I myself have supplied the paper" is transcribed *J ip h fur l pap*, and "They themselves cannot

come" *G ip pn ko.* Similarly, in such phrases as "I love myself most" and "We will interest ourselves in the matter", in which the object of the verb is the same as the subject, the same principle is observed in transcribing. The two phrases are accordingly rendered in Speedwords *J am ip my* and *W r int ip i l uti.*

63. The Speedwords *i*—in and *a*—to may be joined together as in English—*ia*—into.

64. The augmentative suffix *-e* converts *ja*—soon into *jae*—immediately.

### The Variable English '-ing'

65. In such phrases as (*a*) "This interesting woman", (*b*) "a paying business", (*c*) "Being late, I did not go to see them after all", and (*d*) "Having completed the book, I left the class", the "-ing" is expressed in Speedwords by the prefix *u-*. As in the case of *hy*—had the *u* is more conveniently written after the single letter *h*, *e.g.*, *hu*—having. The four illustrations are accordingly transcribed in Speedwords (*a*) *C uint fem*, (*b*) *u upa af*, (*c*) *Ue ıa, j n ygo vu g po al*, and (*d*) *Hu ga l bu j ruf l kla.* (The rules as previously laid down in para. 15 are, of course, still operative.)

### Specimen Sentences

Having sufficient in my possession yesterday, I
*Hu tou i ji ha debe j*
immediately decided to purchase more paper and a
*jae ci ac me pap & u*
number of interesting books (105 letters)
*num d uint bu* ( 39 „ )

Young man, remember that you could materially assist
*Jun on mem k v yp mat opo*
in making this world a wonderful place (85 letters)
*i ma c kos u mir ep* (34 „ )

I sincerely desire to change for the better the living
*J hon des oti f l su l ubi*
conditions of this class of person (74 letters)
*zuz d c kla d er* (30 „ )

Because the Company was in a position to supply paper
*Zi l K y i u sit fur pap*
of a different quality I immediately decided to apply
*d u ido ik j jae ci axi*
for an allowance (103 letters)
*f u las* ( 37 „ )

## EXERCISE 7A

Transcribe into English :

1. *Qy v yruf c kla-ca ap debe dexi ?*
2. *L pap qu g dav debe pomi e d ho val, b v pi us ul m ple.*
3. *X v r las j, jun O, j r go ia l uti jae.*
4. *Hu ken l ido i kla & val j pn sav qy s e duv op wi ofs dav.*
5. *Ue i u sit ci jae, qy s taf si axo?*
6. *L ryt v ser e i l id dir z l sevi qo v yma vi ot acz.*

## EXERCISE 7B

Transcribe into Speedwords :

1. Do you remember in which direction they sought cover ?
2. As for myself I can sincerely say that the material I supplied to the Company was of wonderful value.
3. I must remember immediately to acknowledge receipt of the large shipment which we purchased last February.
4. If you look round the rooms you will quickly appreciate their wonderful position and generally good condition.
5. It has been a different world for me since this sincere young girl came into my life.

6. If you go along there and into that room they themselves will direct you to another department which they have just opened.

Check your working of the above Exercises with Key.

" If you look round the rooms you will quickly appreciate their wonderful position and generally good condition."

**Passive Voice Suffix ' -d '**

66. When something is done BY the subject of a sentence it is called by grammarians the active voice, as in " I completed the book " in which " I " is the subject. When something is done *to* the subject by another agent it is called the passive voice, as in " The book will be completed by Peter ", where " book " is the subject.

It is a weakness of English construction—the same principle is also followed in certain other languages—that the endings " -d " and " -ed " are alike used (*a*) to express the past tense of what are called weak verbs, and (*b*) the

passive voice: the first a time indicator, and the second not specifically related to time. In Speedwords a definite distinction is made, *e.g.*, *J yga l bu* (past tense) but *L bu r e gad by Peter* (passive voice, future tense), the passive voice indicator in Speedwords being the single-letter suffix *-d*. Again, the English sentence "I enclosed the money with the letter" would be transcribed in Speedwords *J yku l pam m l le*, and "The money will be enclosed with our letter tomorrow" *L pam r e kud m wi le depo*. The distinction is made because Speedwords are intended for the use of other nationals as well as the English-speaking peoples. Once this is achieved the present language barriers to free international correspondence will be removed for all time.

### Speedwords List N

| | |
|---|---|
| *bel* | beautiful (*bel*le) |
| *cen* | hundred |
| *co* | collect -ion |
| *F*(*emu*) | Madam |
| *fon* | original -ate (*fon*t) |
| *ge* | together (tog*e*ther) |
| *in* | between (Lat. *in*ter.) |
| *ki* | motion, move (*ki*nema) |
| *sis* | sister |
| *ste* | extend -sion (eks*ste*nd) |
| *stu* | study |
| *suk* | succeed, -cess |

### The Unfavourable Suffix

67. The addition of the single-letter suffix *-a* gives an unfavourable twist to the meaning of the Speedword to which it is joined. Memorise the following:

| | | | |
|---|---|---|---|
| *en* | attention | *ena* | worry |
| *mu* | much | *mua* | too (much) |
| *pe* | period | *pea* | winter |

68. It should be noted that *mua* may represent either "too" or "too much", according to the sense of the sentence.

### The Thing Suffix

69. The single-letter suffix *-m* (an abbreviation of *om*—thing) serves to express an object or article which has a special association with the Speedword to which *-m* is joined. Memorise

| | | | |
|---|---|---|---|
| *af* | business | *afm* | commodity |
| *pa* | pay | *pam* | money |

70. The Speedwords *je*—every, and *om*—thing, are also abbreviated to the contraction *jm*—everything.

### The Person Suffix

71. The single-letter suffix *-r* expresses a person associated with the Speedword to which it is added, as *ac*—purchase, *acr*—customer, *rir*—writer, *stur*—student, *vyr*—adviser, etc.

72. The Speedword *zar* (dear-person) expresses "friend".

73. The Speedwords *ul* and *oz* (some-occasions) are contracted to *ulz* to express "sometime(s)".

74. The single-letter Speedwords *x*—if and *n*—not are joined together to express "unless". For reasons of world pronunciation—all Speedwords are pronounceable—the *n* is put first in this contraction—*nx* (pronounced *nex*).

Write in your note-book:

| | | |
|---|---|---|
| *nou* | (look-favourable) | regard -ing |
| *tax* | (late-contrary) | early |
| *ere* | (person-augment) | party |
| *i(d)y* | (same-causative) | copy |

75. The high-frequency word "copy" qualifies for abbreviation to two-letter *iy*.

76. Two more useful idea-compounds :

| | | |
|---|---|---|
| *albe* | (all-before) | already |
| *riin* | (write-between) | correspond -ence |

### Specimen Sentences

Madam, I suggest that you worry too much about this
*F j ofi k v ena mua ab c*

early winter season (58 letters)
*tax pea peg* (25 „ )

I have myself already taken copies of the correspondence
*J h ip albe ne iy d l riin*

with this very good customer, who is, I believe, a
*m c gue acr qi e j kre u*

friend of yours (99 letters)
*zar d vi* (39 „ )

It is hoped that by our next meeting the party will
*T e atud k by wi nye ren l ere r*

number a hundred persons (62 letters)
*num u cen er* (31 „ )

Unless you completely satisfy your customers you may
*Nx v ga iku vi acrz v pi*

sometimes have reason to worry about the amount of
*ulz h fy ena ab l to d*

money coming in (100 letters)
*pam uko i* ( 39 „ )

## EXERCISE 7C

Transcribe into English :

1. *J h je jy kre k l ry r e suk gad tax nye an, & k l nes pam r e fnd.*

2. *G yki ge a l fo i u ere jae po u kond ci hy e iku ko a in g. Ir e u iy d l kon.*

3. *Ge v & vi sis pi ste l af suk c pea x v ac l ok afmz.*

4. *E cen d er e puvd be l ere p ki i l dir v ofi.*

5. *Ulz j pu k v stu l fon co d matz mua.*

6. *L dud kos suk qu yen si bel rid buz cer yda si uam sis mu ple. Imo, j ip ai nou si ra hoe.*

7. *Qy n vi zar ken k ufur kos afm e u uti qu ena s me & me z te go o?*

8. *W h ci stu cz fon ofi ge in tez i ord ste wi af intz. Pl ma ul me iy d g & ze g ron jae po.*

## EXERCISE 7D

Transcribe into Speedwords:

1. There are hundreds of things to be done between now and the winter season.

2. Unless those friends of yours move promptly to find the necessary money, the party will not be a success.

3. The added rooms will assist us still further to extend our business in the coming winter.

4. I have succeeded in purchasing a wonderful and beautiful collection of books specially for my young sister.

5. Sir, I can assure you that everything we have said about the high quality of those special commodities is true.

6. Madam, it is certainly too much to expect a sister of his to write something original on this important (*por*) subject.

7. I think it would be entirely in order if you decide to purchase this beautiful collection for the Company.

8. We are already in correspondence, with the customers named, about everything you brought forward. Here are copies of the letters.

## REVISION EXERCISE 5

Transcribe into English :

1. *Pev v ma u iy d l rovz j r ken ce d l zev.*
2. *U axi a l dop v ynam y n mad pev j y upo iro i l sevi.*
3. *J pn ci in vi 2 zar: j cer mem uma u my ene stu d l ale sit.*
4. *L paf f so et uss, qae, vus e gret ho.*
5. *L otid mat y acd uvo D4, & r e davd a g be depo dexi.*
6. *Ulz g pi las v & vi zarz go ron gi bel ep ge i ord ste vi stuz.*
7. *J des int v i u bel co d u ido kla d mat qu w atu dav a u fu acr nye se.*
8. *Za F, Koni l iyz d l riin kud iz l zuz r nu e l id i pea z i peh.*

## REVISION EXERCISE 6

Transcribe into Speedwords :

1. Do you think that these two commodities are equal in value to those which were sent last week?
2. According to the last direction we received the department you name will be opened every evening except Sunday.
3. This large shipment of necessary commodities will go out first thing to-morrow morning.
4. It is agreed that they were interested in the original book you wrote on life as it was then (*nux*) enjoyed in that place.
5. Already everything is in order for our customers, whom, you must remember, are always right.
6. Even I cannot understand how you divide your time successfully between the two differing grades of service.
7. Please look over the numbers on these invoices with the least possible delay, and afterwards bring me a copy of the completed list of applications.

8. Perhaps you would come into my room to-morrow afternoon, unless, of course, you have something special which must be done.

Check your working of the above Exercises with Key.

## EXAMINATION TEST 7E

Transcribe into English :

1. *L sit e k ud acr ko tax debe bemi ma la acz d cz val afm. L to d ad pam qu yko i y, imo, ikue.*

2. *J nou c hon jun er hoe. L kla d ra sh e fa e cer d u fon & bel ik.*

3. *Vi dud las a ji zar e my ofsb. J p cery v k vi guv r az e memd.*

4. *Ulz j puv k v ena mua ab vi zu. Qy n ci jae ki ia uo ep?*

5. *J ken vi dir oti sitz i l ca m vi jun sis. J p oku ad k in w j kre w p no fov a uga wi stuz suk ge, & m il ke jel* (both) *a ip & l ryu.*

## EXAMINATION TEST 7F

Transcribe into Speedwords :

1. In the early part of last winter paper was in very short supply, but we are already informed that everything possible is being done to send us much more in the coming summer.

2. Dear Madam, this wonderful and interesting collection of nearly a hundred books will be opened early in August. The writer is well known the world over, and we have every reason to suppose that he himself will be there.

3. Our winter, of course, occurs between the months of November and February, sometimes extending even into March. Because of her condition, my sister cannot be moved. Accordingly, we accept the position, remaining

in the house and enjoying ourselves together until the better evenings come in April.

4. Here is a copy of the interesting correspondence between us. As a complete change, I am thinking of going round the world to see some of the many beautiful sights in other parts.

5. Unless you decide against the suggestion, my sister and her student friend will move together immediately so that they can extend their studies, and add materially to their knowledge.

**Check your working of the above Examination Tests with Key.**

## LESSON 8

The English language is rich in synonyms—words identical, or nearly identical, in meaning with others. For instance " small " and " little ", " answer " and " reply ", " conclude " and " finish ", " begin " and " commence ", which examples could be multiplied many times. So far as international communications are concerned one and the same Speedword is used for one and the same meaning, even if such idea is expressed in more than one way in English. It is hoped that most Speedwords exponents will use the system for international correspondence, but for the benefit of those who only wish to utilise (a synonym for " use ") Speedwords for taking literal notes of the actual words used by an English speaker a distinction is provided in this lesson. Thus, while " answer " is written *axo* " reply " may be differentiated by writing an initial capital letter *Axo*. Again, while " little " is expressed by *et*, " small " may be written *Et* to distinguish the two English synonyms. All the Speedwords listed in this lesson have been given on an earlier page, and the variation of initial capital letters is only employed to particularise alternative English renderings. Those who wish to make these distinctions in their notes should begin all sentences with a small letter, unless, of course, the first Speedword is one which is allotted a capital letter in the following lists :

### Speedwords List O

| | |
|---|---|
| *A* | at |
| *D* | from |

| | |
|---|---|
| *I* | within |
| *N* | no |
| *P* | (be) able |
| *Q* | question |
| *R* | shall |
| *U* | one |
| *X* | whether |
| *Z* | than |
| *Ab* | refer-ence |
| *Di* | state -ment |
| *Je* | each |
| *La* | great |
| *No* | note |
| *Num* | several |
| *Ord* | arrange -ment |
| *So* | such |
| *Yr* | should |

**77.** When any verbal Speedword in lists O or P is in the past tense the *y-* prefix is written as the capital letter, *e.g.*, "He arranged the matter very satisfactorily"—*s Yord l uti ikue.* The same rule applies to the prefix *u-*, *e.g.*, state—*Di*, stating—*Udi.*

### Specimen Sentences

The question is whether or no we shall be able to arrange
*l Q e X or N w R P Ord*

for an agreed statement to be made at the next meeting
*f u kond Di e mad A l nye ren*

of the directors (104 letters)
*d l dirrz* ( 40 „ )

No! rather than make an exception in such a matter I
*N gret Z ma u kun i So u uti j*

would give up my position in the Company (73 letters)
*yr da up ji sit i l K* (33 „ )

On each of several occasions when they have had a great
*o Je d Num oz qe g h h u La*

opportunity these young men have done nothing to
*ozu cz jun on h fa nm*

assist the department (105 letters)
*opo l sevi* ( 42 „ )

I note some reference to several matters of general
*j No ul Ab a Num uti d ig*

interest in the report which has just been
*int i l ifl qu h js e*

delivered (87 letters)
*davd* (35 „ )

## EXERCISE 8A

Transcribe into English :

1. *So u sit e N me Z g Yr h at po qd oz uvo se.*
2. *hu h U ut d l co f ul te j R P ma u Di I l nye fu de.*
3. *w Yr Ab a Num or al d cz Q A l id te gret Z js U.*
4. *w h Ord sho* (show) *u La co d bel om D al ov l kos.*
5. *e u num d Q D I l ere qu Yr ko ovo puv A wi ren nye D3.*
6. *e Num zu, Je d qu Yr ce ene en qe l K ren re.*

## EXERCISE 8B

Transcribe into Speedwords :

1. Please note that I cannot arrange so many matters within such a short period as is suggested.
2. This statement refers to each one of the original questions which were brought forward last month.
3. Please note that I am still not able to state whether the great meeting which we are arranging for next Saturday night will be an open one.
4. I shall take great interest in what comes from such a man within the next month or so.

5. The supply of commodities round here, with the one exception of paper, is very short just now.

6. We shall decide at the general meeting of the Company whether we shall be able to make the desired arrangements.

Check your working of the above Exercises with Key.

### Speedwords List P

| | |
|---|---|
| *Al* | whole |
| *Axo* | reply |
| *Et* | small |
| *Fe* | happy |
| *Fy* | cause |
| *Ga* | quite |
| *If* | tell |
| *Il* | particular |
| *Ku* | include |
| *Mu* | very |
| *Ny* | almost |
| *Ok* | correct |
| *Or* | either |
| *Ov* | above |
| *Pev* | during |
| *Ru* | stay |
| *Ub* | favour -able |
| *Uz* | once (one-occasion) |
| *Ul* | any |
| *Um* | anything |

**78.** " Very " is transcribed *Mu* when paragraph rule 40 cannot be applied, *e.g.*, " very near "—*Mu ny* (*nye*—next): " very soon "—*Mu ja* (*jae*—immediately).

**79.** Note that *Uz*—once is a contraction of the two speedwords *U*—one, and *oz*—occasion; also that *Um* is a contraction of *Ul* and *om*.

80. The possessive case, apart from paragraph rule 24, is expressed by the apostrophe only, *e.g.*, This girl's books—*C ft' buz*; mother's friend—*mer' zar*; our Company's arrangements—*wi K' Ordz.*

### Specimen Sentences

Coming home I told your sister's friend that we should
*Uko dol j Yif vi sis' zar k w Yr*

be quite happy if she would stay with us for the whole
*e Ga Fe x sh yr Ru m w f l Al*

period (93 letters)
*pe* (41 „ )

Once we receive a favourable reply we shall be in a
*Uz w ce u Ub Axo w R e i u*

position to move against the other party with just
*sit ki op l ot ere m js*

cause (89 letters)
*Fy* (35 „ )

I told him that we should be able to stay very near to
*j Yif s k w Yr P Ru Mu ny a*

you for either one or two weeks (67 letters)
*v f Or U or 2 se* (30 „ )

Almost the whole of the writer's statement is correct,
*Ny l Al d l rir' Di e Ok*

but whether or no he will be questioned about it very
*b X or N s r e Qd ab t Mu*

soon is another matter (106 letters)
*ja e uo uti* ( 38 „ )

81. Three or more English synonyms sometimes have one and the same meaning, and they may be further differentiated by under-lining specific letters in the Speedword form.

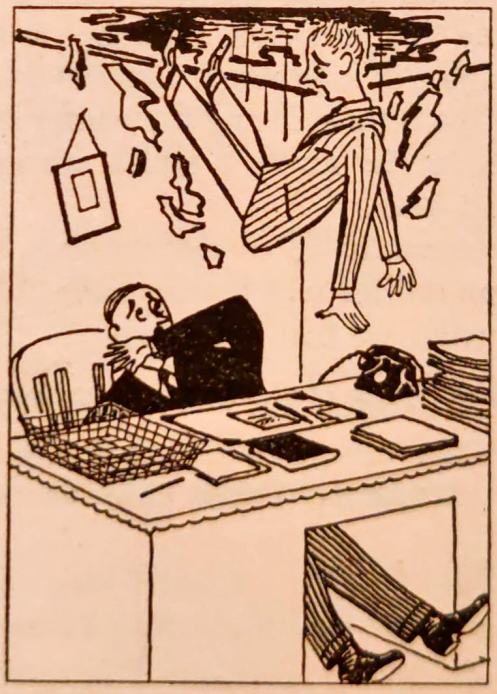
82. Although literal distinctions, as indicated, may be made between English synonyms it is interesting to note that the context frequently is sufficient of itself to indicate the actual English word, *e.g.*, One would not say, " He is going *at* London ", " I shall stay *to* the Carlton Hotel ", " He asked me a *do* ", " I have *one* wife ", " We do *no* think ", " One can see Hunstanton *of* the top of Boston Stump ", " She *abouted* to the matter again ", " *Number* visitors called ", " John is *so* a good boy, much better *as* Tom ", etc.

83. Mr. is abbreviated to capital M, and Mrs. to Ms.

## EXERCISE 8C

Transcribe into English :

1. *Uz w ce u Ub Axo a wi axl w R imo h ul Fy f La iku.*
2. *x l K' þaf o l rov e Ok pl Ku So if i vi uv ifl.*



" Sometimes the worry comes from above, but on this particular occasion the whole position is very different."

3. *w yfa Ny jm w p ma g Ga Fe Pev l Al pe d gi Ru.*

4. *l sit d gi ryt i l ry e js Ov ji, b t e Ga u Et U.*

5. *t yr e me Ok Ku Or l U or l ot d cuz ut qu y zesd up debe. e Um k v Il des e Kud?*

6. *ulz l ena ko D Ov, b o c Il oz l Al sit e idoe.*

## EXERCISE 8D

Transcribe into Speedwords:

1. The supply is almost at an end, so it is a matter either of purchasing more of the necessary commodities or returning the order.

2. I am happy to state that the particular cause of the worry has had immediate attention.

3. Please send a favourable reply at once, and refer the Company to the correspondence we have already forwarded.

4. Unless you tell me the whole of what occurred I shall certainly include this particular reference in the statement. The whole business is anything but satisfactory.

5. Although the return during the winter season is rather small, it is above the amount which we received in the same period last year.

6. It would certainly be correct to state that the small amount of commodities which they have delivered to this address is not what we had expected.

**Check your working of the above Exercises with Key.**

## EXAMINATION TEST 8E

Transcribe into English:

1. *koni wi iy d l Di me afmz e Kud i l 2v zev Z w hy Ul fy at.*

2. *ulz v vus nou ji stur zar z U qi e n P ri Um qu p e ofsd z fon mat. j pu t e n mua ofi k sh ha jm nes ma u La nam f ip.*

3. *hu Num por* (important) *Ordz ma Ga ja j e puv X j Yr ruf l Al d ji riin f l te ue.*

4. *U d l Q a qu u Axo r e dad A l ren nye D2 h Ab a uti qu e albe I l K' sa. Qy h nm e fad ab g dy j ifl a v qd j hy au ?*

5. *v Yr If cuz fem jae qd e l Ok om fa. e t mua at g Mu ja of uss d ul Et val i oku ken d al k h e fad f g ?*

6. *tax nye lu vi zarz e ko do Mu ny a wi la ryg. mo Ul kun g ip Yr fn l zuz ron ir my fesb. iz, z axld, j fov u ga iy d l dirz f qu v axi.*

## EXAMINATION TEST 8F

Transcribe into Speedwords :

1. You can reply that I shall accept no further deliveries of paper from such a man, even though he states that the supply includes a small balance of last month's order.

2. Being quite happy during my stay at that particular place, I shall arrange to extend my visit there in order to begin (*edo*) another book on the subject I love above all others.

3. Each day still brings its worries at the office, but, above all, I have great cause to thank you very sincerely for allowing me, after business hours (*hor*), to do work in your rooms in which I am particularly interested.

4. I am greatly moved by the sight of this collection of beautiful materials from almost every part of the world. Life seems rather better when one regards work of such high class.

5. Please note that either one or the other of these two girls must decide to attend this important (*por*) class which the invoice department is arranging to begin (*edo*) almost at once. The necessary allowances will, of course, be made.

6. All being well, we may expect a most favourable

outcome (*ixko*) from several of the purchases we have made to-day. Once we have some additional rooms for the extension of our activities (*faez*) we may reasonably hope for a great increase (*Me*) in our general business.

**Check your working of the above Examination Tests with Key.**

## GETTING-UP SPEED

Nine speed drills are now presented to conclude this eight-lesson course of instruction in Dutton Speedwords.

After having transcribed the first of these, and checked your notes with the Key, you are advised to enlist the assistance of a friend to dictate the drill in order to enable you to commence (h)ear-training.

Every tenth word is set in bold-faced type. The first dictation should be given at 30 words per minute—20 seconds for each 10-word passage. The pace should be increased to 40 words per minute (15 seconds per 10-word passage) next time; then 60 words per minute (10 words per 10 seconds), and finally 80 words per minute (two 10-word passages to each quarter-minute). Still higher speeds may be attained later in accordance with the hints given in the High-speed Appendix on pages 137–158.

Do not be discouraged by the necessarily low speed of your first efforts in taking dictation. For instance, if you write any English sentence in the normal way, and then write the same words backwards, you will find a considerable difference in speed as between the two different methods, although you are actually writing the same number of familiar letters. The reason is that in writing the normal spelling in reverse you are compelled to think out each succeeding letter as you write. Normally, you write automatically and seemingly without any mental effort. You will gradually write Speedwords just as automatically as does the normal writer of Shorthand. In this case familiarity breeds not contempt, but increased speed in note-taking.

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It will illustrate this point if you write out the following sentence in English (ordinary longhand) three times, and check your time of writing the thirty-six words by the second-hand of your watch :

*Dutton Speedwords will sweep away all the present barriers to world correspondence.*

Having memorised this sentence, take a separate sheet of paper, and write the same sentence three times, but on this occasion reverse the letter-order of each word, *e.g.*, *nottuD sdrowdeepS*, etc. Check the time again by your watch : the contrast between the two note-making periods of the same matter will probably surprise you. You will, however, gradually write Speedwords just as automatically as ordinary English, and thereby soon attain the speed of the normal shorthand note-taker.

As instructed, transcribe Speed Drill A into Speedwords, and after checking your notes with the Key to ensure that they have all been accurately written, get your friend to dictate the Drill at 30, 40, 60, and 80 words per minute.

Note that it is of vital importance that you read back into English from your Speedword notes after each separate dictation. (Keys on pp. 134–5–6.)

### Speed Drill A

(*Note.*—Punctuation marks should *not* be dictated in speed drills.)

This is my first attempt (*Try*) to write more quickly, and I hope it will not be a very long time before I can write at a high speed (*Rap*). I am certain that by writing the same thing over and over again I shall be materially assisted because of the familiarity (*sae*) which will soon make me a high-speed writer. It will certainly be a great day for me when I possess the ability (*P*) to take notes at eighty (80) to a hundred words (*mot*) a minute (*miu*).

(*Note.*—If there should be any word in any drill which causes hesitation in writing the equivalent speedword, you should practise that speedword three or four times before the dictation is repeated at a higher speed. Continue this procedure after every subsequent dictation.)

Now proceed with each of the Speed Drills B to I in the same way as Drill A.

### Speed Drill B

When writing a business letter, it is necessary to arrange the different parts with great care, and according to the accepted practice (*reef*—again-efficiency) in correspondence of this nature (*Na*). After putting (*Ep*) the date (*del*—day-special) under your own (*ipi*—self-possessive) address, it is usual (*hab*) also to record the name and address of the person or Company to whom you are writing, along with any reference number, at the head (*ka*) of the letter itself (*ip*). Some persons consider that the address should be left until the end, but that practice is now generally regarded as being out of date. The material in the letter should be carefully arranged so that it will be easy (*fas*) to read (*ris*).

### Speed Drill C

Give all the information asked for in as few words as possible. Note that it is usual (*hab*) in business offices to take one or more copies of letters, as some heads (*ka*) hand (*han*) these to different departments so that each one has a record for its own (*ipi*) reference. At the end of the letter you should record any enclosures (*kum*—enclose-thing) which are to be included, so that nothing is left out by any mistake on the part of the sender. Without doubt you should now appreciate the reason why this valuable advice has been given.

### Speed Drill D

It is with great satisfaction, considering the general conditions last year, that I am in a position to state for the information of the meeting, that the Company's work has gone forward month after month until it is now in a position which we must all appreciate. At the end of last year our supply of commodities and materials was very low indeed, and the amount of business we did, during the same period, could certainly not be regarded as entirely satisfactory. But thanks to some large shipments coming in shortly afterwards, and to our resulting (*Ufys*) ability (*P*) to purchase commodities which were in very great request, things soon began (*edo*) to go forward again. So much so that there is now every reason to be highly pleased with our happy position.

### Speed Drill E

I myself do not expect the Company ever (*Az*) to look back again. Our general position is certainly much more favourable than it was last winter, while conditions are so good now that in another few months we should be in an even better position. Further, we have few large bills (*Bil*) to meet, and our accounts, I am glad to say, are quite in order. Every department is working overtime, and in view (*Vu*) of the receipt of many further orders and additional contracts (*kone*), we can, I am certain, look forward to a record year. I therefore hope that you will agree with me that we have every reason to be satisfied with the highly favourable position of the Company, and that we can look forward with pleasure to a successful business period of great length.

### Speed Drill F

There are many persons who think that in their work at business, in the office, or other places, anything is good enough so long as it includes no bad mistakes (*oknz*). This, however, is a wrong supposition. In every department of life, we should, without exception, do our best (*sue*). It is not sufficient just to make as few mistakes as possible. We should always try (*try*) to do really (*Imo*) good work, whatever (*qde*) class of work it may be : whether, indeed, we have a high position in which special ability is necessary, or are to be found among (*In*) those who are just beginning (*edo*) their business or professional (*ist*) life.

### Speed Drill G

A person who does just what he or she has been told to do, and takes no real (*Imo*) interest in the work, will certainly not advance (*Fov*) quickly. Day after day, and week after week, such workers seem only (*sol*) to consider how soon they can complete the work they have been requested to do, and with as little trouble (*Ena*) as possible. The result (*Fys*) is that those who are at the head (*ka*) of their departments regard such persons as low-grade workers. How much better it is to work well, and to have the satisfaction that one is really (*Imo*) appreciated ? Those who follow this good advice will certainly in the end be given important positions, and find themselves ascending (*uas*) the pay list. Only (*sol*) the best (*sue*) is good enough (*Tou*).

### Speed Drill H

Dear Sir, Thank you very much indeed for the letter with remittance received at the office while I was away. I also acknowledge the orders for paper and other commodities enclosed together under the same cover. Your reply has come just in time for me to give it immediate

## COMMON MARKET SPEEDWORDS

The proposal that Great Britain should enter the Common Market greatly increases the value of Speedwords as a means of international communication. The countries which Great Britain would join are Italy, Germany, France, Holland, Belgium, and Luxembourg.

In its illustrated brochure the G.P.O. announces that Telex, the public teleprinter service, gives all United Kingdom subscribers directly-dialled contact with most of the Telex users on the continent of Europe. Charges for all calls dialled directly, both inland and overseas, are based on the time occupied in sending messages, with no three minute charge. This is most important to Speedword users.

The Speedwords already taught in this course of instruction ensure that five of every six running words of average matter will be expressed through the medium of short word-forms of one, two, or three letters. This high proportion of Speedwords will itself suffice to double the writing speed of all students, but that speed could be still further increased by utilising spare moments every day to memorise additional abbreviated word-forms from the Dutton Speedwords Dictionary, which tabulates the 4,000 most-frequently-used words in our language—actually over 10,000 words with derivations.

Most of the Speedwords already presented are abbreviations of words of international currency. This new principle in the construction of a speedy-writing system has been deliberately adopted so that all nations can use the same short word-forms, and utilise them not only as a

rapid-writing system for their own personal use, but also as a means of sweeping away for ever the present language barriers to free and easy communication between all peoples, whatever their race or colour.

Thus the Speedword *po*, used as the abbreviated form for the English preposition and adverb "after", is the actual Czech, Polish, and Lithuanian two-letter native word having the same meaning, and is also an easily memorised abbreviation of Latin "post", Russian and Serbo-Croat "posle", Italian "dopo", Portuguese "depois de", and Esperanto "poste"; the Speedwords *el*—electricity and *int*—interest are also typical of many abbreviations which are automatic alike for the French, Spaniards, Portuguese, Italians, Albanians, Russians, Poles, Czechs, Serbo-Croats, Bulgarians, Scandinavians, Turks, and Esperantists.

The inventor hopes, therefore, that the student who has worked through the present course will look to this wide horizon. Every writer who thus increases his or her Speedwords vocabulary could exchange messages with counterparts in every Common Market country, and indeed every other quarter of the globe, on any branch of science, technology, art, or industry, though entirely ignorant of each other's native language. The outcome would be an immense advancement in general world knowledge, a vast increase in international trade, and a much deeper understanding of the problems of other peoples. It is intended to publish this Speedwords course in all the major languages of both hemispheres. The rules will be detailed in the native language of each nation, but all peoples will, of course, use exactly the same Speedwords letter-combinations.

Thus far 200 Speedwords radicals or parent-words have already been presented, while a further 240 words have been automatically added to the vocabulary through the medium of single-letter suffixes and idea-compounds.

It is a remarkable fact that no more than 493 Speedwords radicals are needed to cover the whole range of human expression. This is achieved because all objects and ideas have been logically classified into 493 word-families on the principles exemplified in Roget's Thesaurus. The student who has worked through this course accordingly requires to become acquainted with no more than a further 293 radicals in order to equip himself (or herself) with the ability to correspond on any conceivable subject with Speedwords exponents of any other nationality.

The range of expression covered by the remaining 293 parent-words may be judged from the following list, the Speedword in each case usually being an abbreviation of a word-root of international currency. They should be written out in your note-book, as the act of writing will assist the memory :

| | |
|---|---|
| *as* | ascend |
| *aut* | authority |
| *cir* | circle |
| *ef* | efficiency |
| *el* | electric -ity |
| *es* | estimate |
| *fi* | filament |
| *flo* | flower |
| *fot* | photograph -y |
| *it* | instrument |
| *li* | liquid |
| *lum* | illumination |
| *mek* | mechanical |
| *men* | mental -ity |
| *met* | metal |
| *min* | mineral |
| *orn* | ornament |
| *reg* | control |
| *rev* | revolution |

| | |
|---|---|
| *sig* | significance |
| *sy* | science |
| *tra* | transport |
| *uk* | undertake |
| *ve* | vehicle |
| *ves* | garment |
| *vik* | substitute |
| *zo* | animal |

An additional 150 parent-words of fairly high frequency of occurrence are also tabulated in the alphabetical Speedwords–English and English–Speedwords word-lists on pages 102–112.

Admittedly, the Oriental races do not memorise these Indo-European radical abbreviations quite so quickly as the inhabitants of the Western Hemisphere, but once they have memorised the 493 radicals, the twenty-two single-letter suffixes, and grasped the simple rule for forming idea-compounds, they are able to extend their vocabulary as quickly as Westerners. Students who have found how quickly it is possible to learn the material presented in this course will readily appreciate that through the medium of World Speedwords all peoples could begin to correspond one with another after a period of no more than twenty to thirty hours actual study. They will also agree that international Speedwords editions of any written or printed matter—because of the economies which would be effected in regard to type-setting and paper costs—could be produced at less than half the cost of publication in any national language. The immense benefit which this would confer on civilisation as a whole may be described as self-evident.

The following publication may be obtained from Miss E. J. Dutton, P.O. Box 30, Norwich, NOR 86H, England.

**Speedwords Dictionary.** Speedwords–English and English–Speedwords tabulations of the 4,000 most-frequently-used words (10,000 words including derivatives). Price 18p. Postage 3p extra.

Limited stocks of the following books are also held at the Norwich address, and would be of interest to those students who wish to pursue the international aspect of the Speedwords system:

**Dutton World Speedwords Text-book,** including pronunciation and syntax. 15p.

**Companion to World Speedwords,** containing answers to the exercises in the *Text-book,* additional exercises with answers, and pronunciation lists. 7p.

**Supplement to World Speedwords,** containing lists of less frequently used radicals, further word-lists, and additional exercises with answers. 7p.

Postage extra, allow 3p for *Text-book,* add 2p for the other books.

# ALPHABETIC SPEEDWORDS LISTS

## Speedwords–English

### A

A—at
a—to
ab—about
Ab—refer -ence
ac—purchase
aco—sell
acr—customer
ad—add -ition
adi—further
af—business
afm—commodity
ag—field
ai—also
ak—attack
al—all
Al—whole
ale—entirely
ali—at all
am—love
amu—amuse
an—year
ao—away
ap—open
apo—close
aq—water
ar—art
are—district
arm—arm
art—art
as—ascend
at—expect
atu—hope
au—hear
aut—authority
av—fly
ax—ask
Ax—inquire -y
axi —apply -ication
axl—request
axo—answer
Axo—reply
az—always
Az—ever
azo—never

### B

b—but
ba—back
be—before
bed—sheet
bel—beauty -iful
bemi—morning
ber—carry

bev—until
bi—life
bil—account
Bil—bill
bit—bit
blu—blue
bo—tree
bod—body
bra—brave
bri—shine
bu—book
by—by

C

c—this
ca—room
cde—to-day
cdex—to-night
ce—receive -pt
cen—hundred
cer—certain
Cer—sure
cery—assure -ance
ci—decide -ision
Cic—committee
cir—circle
co—collect -ion
cok—collectively
cu—that (demons. adj.)
cuz—those
cz—these

D

D—from
d—of
D1—Sunday
D2—Monday
D3—Tuesday
D4—Wednesday
D5—Thursday
D6—Friday
D7—Saturday
da—give
dav—deliver -y
de—day
deb—debt
debe—yesterday
def—distinguish
dek—right(hand)
del—date
dem—nation
depo—tomorrow
des—desire
dex—night
dexi—evening
di—say
Di—state
dik—thick
dip—deep
dir—direct -ion
do—live (dwell)
don—excuse
dop—address
dor—sleep
dos—two
dot—visit
du—continue
duv—still
dy—since

E

e—am, are, be, is
eb—even

Ed—finish
ed—end
edo—begin
Edo—start
EDo—commence
ef—efficient -cy
eg—equal
egi—balance
ek—church
el—electric -ity
em—emotion
en—attend (to) -ion
ena—worry
Ena—trouble
ene—care -ful
eng—narrow
ent—enter
ep—place
Ep—put
er—person
ere—party
ern—earnest
erne—serious
es—estimate
est—appreciate

F

F—Madam
fa—do
fae—active -ity
fas—easy
fat—fat
fe—glad
Fe—happy
fes—enjoy
fesb—enjoyable
fem—woman
feu—fire
fex—sorry
fi—filament
fid—faithful -ly
fil—son
fin—find
fir—firm
fix—fix
flo—flower
fo—front
fot—photograph
Fov—advance -ment
fov—forward
fon—origin -al
for—form
fra—brother
ft—girl
fu—few
ful—fill, full
fun—five
fur—supply
Fy—cause
fy—reason
Fys—result
fys—therefore
Fysk—effective

G

g—them, they
ga—complete -ly
Ga—quite
gan—hardly
gar—keep
ge—together
gec—group

gen—birth, born
gi—their(s)
go—go -es
gra—thank(s)
gre—grade
gret—rather
gro—grow
gu—good
guv—kind -ness

H

h—has, have
ha—possess
hab—usual -ly
han—hand
har—hair
haz—luck
he—heat, hot
hem—half
hex—cold
ho—high, height
hon—sincere
hor—hour
Hor—o'clock
hu—having
hy—had

I

I—in
I—within
ia—into
ib—possible
ibu—probable
id—same
idl—like
idi—similar
ido—different -ce
if—inform -ation
If—tell
ifl—report
ig—general
Ik—quality
iku—satisfactory -ion
Il—particular -ly
il—special -ly
ile—specific -ation
im—suppose
imo—indeed
Imo—real -ly
in—between
In—among -st
ind—indicate
int—interest
ip—self -ves
ipi—own
ir—here
iro—there (place)
isk—insect
ist—professional
It—instrument
ite—travel
Ix—out
i(d)y—copy
iz—herewith

J

J—I, me
ja—soon
jae—immediate -ly
Je—each
je—every
jel—both
ji—my, mine

jm—everything
js—just
ju—judge
jun—young
jur—law

## K

K—company
k—that
ka—head
ke—credit
ken—acknowledge -ment
ki—move, motion
kil—thousand
kin—relate -ion
kla—class
ko—come
kok—cook
kom—company
kon—agree -ment
kone—contract
koni—according (to)
kos—world
kre(b)—believe -able
kren—doubt
ku—enclose
Ku—include -sion
kum—enclosure
kut—cut
ky—eat

## L

l—the
L1—January
L2—February
L3—March
L4—April
L5—May
L6—June
L7—July
L8—August
L9—September
L10—October
L11—November
L12—December
la—large
La—great
las—allow -ance
lat—side
le—letter
les—hurt
li—liquid
lib—liberate
lim—limit
lin—language
lo—long, length
lob—praise
log—logic
lot—deal
lov—along
lox—short -age
lu—month
lud—play
luf—air
lum—illuminate
lut—contest
ly—long-and-thin

## M

M—Mr.
m—with
ma—make
mar—marry -iage

mat—material
max—destroy
Me—increase
me—more
Mek—mechanic -al
mek—machine
mel—sweet
mem—remember
men—mental
mer—mother
meri—aunt
mes—measure
met—metal
mi—midday
mid—middle
mil—million
min—mineral
mir—wonder -ful
miu—minute
mo—without
mol—soft
molo—hard
mot—word
mote—speedword
ms—must
Ms—Mrs.
mu—much
Mu—very
mua—too (much)
muz—music
my—most
myx—least

## N

N—no
n—not
Na—nature -ally
na—of course
nam—name
nav—ship
ne—take
nes—necessary -itate -ity
ni—neither
No—note
no—look (at)
nor—north
nou—regard -ing
nov—new
nu—now
Num—several
num—number
nux—then
ny—near -ly
Ny—almost
nye—next
nyn—nine

## O

O—sir
o—on
ob—get
od—way
oe—upon
of—offer
ofi—suggest
ofs—accept
oil—oil
ok—right
Ok—correct
okn—mistake
oku—true -th -ly
ol—receptacle

om—thing
on—man
onc—community
op—against
opi—(al)though
opo—assist -ance
or—or
Or—either
ori—otherwise
ord—order
Ord—arrange -ment
orn—ornament
ost—east
ot—other
oti—change
otto—eight
ov—over
Ov—above
ovo—under
ox—off
oz—occur, occasion
ozb—perhaps
o(z)i—case
ozu—opportunity

## P

p—can
P—(be) able -ility
pa—pay -ment
pab—payable
paf—charge
pal—cheque
pam—money
pap—paper
par—part
pas—past
pe—period
pea—winter
ped—foot
peg—season
peh—summer
pel—clear
pen—hang
peni—depend
per—father
peri—uncle
pes—heavy
pev—while
Pev—during
pi—may
pin—point
pl(e)—please -ure
pla—flat
po—after -wards
pomi—afternoon
por—important
pos—post
pre—prepare
pri—price
pro—promise
pru—prove
pu—think, thought
pur—clean
puv—consider -ation

## Q

q—do (questions only)
Q—question
qa—how
qae—however
qar—four
q(i)d—what

qde—whatever
qe—when
qi—who(m)
qo—where
qu—which
qy—why

R

r—will
R—shall
ra—work
rap—quick -ly
Rap—speed
rapu—prompt -ly
re—again
reef—practice
reg—control
rek—direct
ren—meet -ing
rev—revolve -ution
ri—write
rir—writer
ris—read
ro—list
rol—record
ron—(a)round
rong—ball
rov—invoice
ru—remain -der
Ru—stay
rud—red
ruf—leave
rup—break
ry—building
ryg—house
ryt—office
ryu—school

S

s—he, him
sa—know -ledge
saf—secure
sal—spring
san—health
sav—understand
se—week
sed—sit
sek—follow
sen—feel
senk—conscious
sep—seven
ser—seek
ses—six
sev—divide
sevi—department
sh—her, she
shi—her(s)
sho—show
si—his
sig—signify -icant
sip—simple
sit—position
Sit—situate -ion
sla—strike, stroke
so—so
So—such
sok—social
sol—only
son—sound
spa—volume
spe—talk

sta—stand
ste—extend -sion
sti—terms
stu—study
stur—student
su—better
sue—best
suk—succeed, success -ful
sup—surplus
sy—science

## T

t—it
ta—late
tab—table
taf—delay
tax—early
te—time
teg—cover
ten—hold
ter—land
tes—experiment
ti—its
tin—colour
tir—draw
to—amount
To—quantity
tou—sufficient
Tou—enough
top—top
tra—transport
tri—three
tru—through
try—try
Try—attempt
tu—touch
tur—turn
ty—ten

## U

u—a, an
U—one
Ub—favour -able
ub—well
ud—many
ue—being
uk—undertake
ul—some
Ul—any
um—something
Um—anything
uo—another
up—up
upo—down
ur—return
urb—town
urg—drive
us—use
uss—serve -ice
ut—item
ute—subject
uti—matter
uv—first
uvo—last
uz—once

## V

v—you
va—war
val—value
ve—vehicle

ver—green
ves—garment
vi—your(s)
via—road
vig—strong
vik—substitute
vis—power
viz—face
vo—willing
vok—voice
vot—select
vu—see, sight
Vu—view
vub—visible
vus—seem
Vus—appear -ance
vy—advise -ce
vyr—adviser

## W

w—us, we
we—purpose
wi—our(s)
wy—white
wyx—black

## X

x—if
X—whether

## Y

y—was, were
ye—yes
yp—could
ypi—might
yr—would
Yr—should

## Z

z—as
Z—than
za—dear
zar—friend
ze—send
zee—wireless
zel—remit -tance
zes—bring
zev—shipment
zi—because
zo—animal
zu—condition

&—and
&e—etcetera

## English–Speedwords

### A

a—u
ability—P
able—P
about—ab
above—Ov
accept—ofs
according (to)—koni
account—bil
acknowledge—ken
active—fae
add—ad
addition—ad
address—dop
advance—Fov
advice -se—vy
adviser—vyr
after—po
afternoon—pomi
afterwards—po
again—re
against—op
agree—kon
agreement—kon
air—luf
all—al
allow—las
allowance—las
along—lov
already—albe
also—ai
although—opi
always—az
am—e
among(st)—In
amuse—amu
an—u
and—&
animal—zo
another—uo
answer—axo
any—Ul
anything—Um
appear—Vus
apply—axi
application—axi
appreciate—est
April—L4
are—e
arm—arm
around—ron
arrange—Ord
art—art
as—z
ascend—as
ask—ax
assist(ance)—opo
at—A

at all—ali
attack—ak
attempt—Try
attend (to) —en
attention—en
August—LS
aunt—meri
authority—aut
away—ao

B

back—ba
balance—egi
ball—rong
be—e
beautiful—bel
beauty—bel
because—zi
before—be
begin—edo
being—ue
believe—kre
believable—kreb
best—sue
better—su
between—in
bill—Bil
birth—gen
bit—bit
black—wyx
blue—blu
body—bod
book—bu
both—jel
brave—bra
break—rup
bring—zes
brother—fra
building—ry
business—af
but—b
by—by

C

can—p
cannot—pn
care—ene
careful—ene
carry—ber
case—o(z)i
cause—Fy
certain—cer
change—oti
charge—paf
cheque—pal
church—ek
circle—cir
class—kla
clean—pur
clear—pel
close—apo
cold—hex
collect—co
collection—co
collectively—cok
colour—tin
come—ko
commence—EDo
committee—cic
commodity—afm
community—onc
Company—K

company—kom
complete—ga
condition—zu
conscious—senk
consider—puv
consideration—puv
contest—lut
continue—du
contract—kone
control—reg
cook—kok
copy—i(d)y
correct—Ok
correspond(ence)—riin
could—yp
cover—teg
credit—ke
customer—acr
cut—kut

D

date—del
day—de
deal—lot
dear—za
debt—deb
December—L12
decide—ci
deep—dip
delay—taf
deliver—dav
department—sevi
depend—peni
desire—des
destroy—max
different(ce)—ido
direct—rek
direction—dir
distinguish—def
district—are
divide—sev
do (question)—q
do—fa
doubt—kren
down—upo
draw—tir
drive—urg
during—Pev

E

each—Je
early—tax
earnest—ern
east—ost
easy—fas
eat—ky
effective—Fysk
efficient—ef
efficiency—ef
eight—8 (otto)
either—Or
electric(ity)—el
emotion—em
enclose—ku
enclosure—kum
end—ed
enjoy—fes
enough—Tou
enter—ent
entire(ly)—ale
equal—eg
estimate—es
etcetera—&e

even—eb
evening—dexi
ever—Az
every—je
everything—jm
excuse—don
expect—at
experiment—tes
extend—ste

F

face—viz
faithful(ly)—fid
familiar—sae
fat—fat
father—per
favour(able)—Ub
February—L2
feel—sen
few—fu
field—ag
filament—fi
fill—ful
find—fin
finish—Ed
fire—feu
firm—fir
first—uv
five—5 (fun)
fix—fix
flat—pla
flower—flo
fly—av
follow—sek
foot—ped
for—f
form—for
forward—fov
four—4 (qar)
Friday—D6
friend—zar
from—D
front—fo
full—ful
further—adi

G

garment—ves
general—ig
get—ob
girl—ft
give—da
glad—fe
go—go
good—gu
grade—gre
great—La
green—ver
group—gec
grow—gro

H

had—hy
hair—har
half—hem
hand—han
happy—Fe
hard—molo
hardly—gan
has—h
have—h
having—hu

he—s
head—ka
health—san
hear—au
heat—he
heavy—pes
height—ho
her—sh
her(s)—shi
here—ir
herewith—iz
herself—(sh)ip
high—ho
him—s
himself—(s)ip
his—si
hold—ten
hope—atu
hot—he
hour—hor
house—ryg
how—qa
however—qae
hundred—cen
hurt—les

I

I—j
if—x
illuminate—lum
immediate(ly)—jae
important—por
in—i
include—Ku
increase—Me
indeed—imo
indicate—ind
inform—if
inquire—Ax
insect—isk
instrument—it
interest—int
into—ia
invoice—rov
is—e
it—t
item—ut
its—ti

J

January—L1
judge—ju
July—L7
June—L6
just—js

K

keep—gar
kind(ness)—guv
know—sa
knowledge—sa

L

land—ter
language—lin
large—la
last—uvo
late—ta
law—jur
least—myx
leave—ruf

length—lo
letter—le
liberate—lib
life—bi
like—idi
limit—lim
liquid—li
list—ro
little—et
live (dwell)—do
logic—log
long—lo
long-and-thin—ly
look—no
love—am

M

machine—mek
Madam—F
make—ma
man—on
many—ud
March—L3
marriage—mar
marry—mar
material—mat
matter—uti
May—L5
may—pi
me—j
measure—mes
meet(ing)—ren
mental—men
metal—met
midday—mi
middle—mid
might—ypi
million—mil
mine—ji
mineral—min
minute—miu
mistake—okn
Monday—D2
money—pam
month—lu
more—me
morning—bemi
most—my
mother—mer
move—ki
Mr—M
Mrs—Ms
much—mu
music—muz
must—ms
my—ji
myself—(j)ip

N

name—nam
narrow—eng
nation—dem
nature—Na
natural(ly)—Na
near(ly)—ny
necessary—nes
necessity—nes
neither—ni
never—azo
new—nov
next—nye
night—dex

nine—9 (nyn)
no—N
north—nor
not—n
note—No
nothing—nm
November—L11
now—nu
number—num

## O

occasion—oz
occur—oz
o'clock—Hor
October—L10
of—d
of course—na
off—ox
offer—of
office—ryt
oil—oil
on—o
once—uz
one—U
only—sol
open(ing)—ap
opportunity—ozu
or—or
order—ord
origin(al)—fon
ornament—orn
other—ot
otherwise—ori
our(s)—wi
ourselves—(w)ip
out—ix
over—ov
own—ipi

## P

paper—pap
part—par
particular—Il
party—ere
past—pas
pay(ment)—pa
perhaps—ozb
period—pe
person—er
personal(ity)—erk
photograph—fot
place—ep
play—lud
please—pl(e)
pleasure—ple
point—pin
position—sit
possess(ion)—ha
possible—ib
post(al)—pos
power—vis
practice—reef
praise—lob
prepare—pre
price—pri
probable—ibu
professional—ist
promise—pro
prompt—rapu
prove—pru
purchse—ca

purpose—we
put—Ep

Q

quality—ik
quantity—To
question—Q
quick—rap
quite—Ga

R

rather—gret
read—ris
real—Imo
reason—fy
receipt—ce
receive—ce
receivable—ceb
receptable—ol
record—rol
red—rud
regard(ing)—nou
relate—kin
relation—kin
remain—ru
remember—mem
remit—zel
reply—Axo
report—ifl
request—axl
result—Fys
return—ur
revolve—rev
revolution—rev
right—ok
right(hand)—dek
road—via
room—ca
round—ron

S

same—id
satisfactory—iku
satisfaction—iku
Saturday—D7
say—di
school—ryu
science—sy
season—peg
second—2v, dosi
secure—saf
see—vu
seek—ser
seem—vus
select—vot
self—ip
selves—ip
sell—aco
send—ze
September—L9
serious—erne
serve—uss
service—uss
seven—7, sep
several—Num
shall—R
she—sh
sheet—bed
shine—bri
ship—nav
shipment—zev

short(age)—lox
should—Yr
show—sho
side—lat
sight—vu
significance—sig
similar—Idi
simple—sip
since—dy
sincere—hon
sir—O
sister—sis
sit—sed
situation—Sit
six—6, ses
sleep—dor
small—Et
so—so
social—sok
soft—mol
some—ul
something—um
sometimes—ulz
son—fil
soon—ja
sorry—fex
sound—son
special—il
specific(ation)—ile
speed—Rap
speedword—mote
spring—sal
stand—sta
start—Edo
state(ment)—Di
stay—Ru
still—duv
strike—sla
stroke—sla
strong—vig
student—stur
study—stu
subject—ute
substitute—vik
succeed—suk
success(ful)—suk
such—So
sufficient—tou
suggest(ion)—ofi
summer—peh
Sunday—Dı
supply—fur
suppose—im
sure—Cer
surplus—sup
sweet(ness)—mel

T

table—tab
talk—spe
tell—If
ten—10, ty
terms—sti
than—Z
thank—gra
that—k
that (adj.)—cu
the—l
their(s)—gi
them—g
themselves—(g)ip
then—nux

there—(omitted in "there are", "there is")
there (place)—iro
therefore—fys
these—cz
they—g
thick—dik
thing—om
think—pu
third(ly)—3v, triv
this—c
those—cuz
though—opi
thought—pu
thousand—kil
three—3, tri
through—tru
Thursday—D5
time—te
to—a
to-day—cde
together—ge
to-morrow—depo
to-night—cdex
too (much)—mua
top—top
touch—tu
town—urb
trade—Af
transport—tra
travel—ite
tree—bo
trouble—Ena
truth—oku
truly—oku
try—try
Tuesday—D3
turn—tur
two—2, dos

U

uncle—peri
under(neath)—ovo
understand—sav
undertake—uk
unless—nx
until—bev
upon—oe
us—w
use—us
usual—hab

V

value(able)—val
vehicle—ve
very—Mu
view—Vu
visible—vub
visit—dot
voice—vok
volume—spa

W

war—va
was—y
water—aq
way—od
we—w
Wednesday—D4
week—se
well—ub
went—ygo

were—y
what—qd
whatever—qde
when—qe
where—qo
whether—X
which—qu
while—pev
white—wy
who—qi
whoever—qie
whole—Al
whom—qi
why—qy
will—r
willing—vo
winter—pea
wireless—zee
with—m
within—I
without—mo
woman—fem
wonder(ful)—mir
word—mot
work—ra
world—kos
worry—ena
would—yr
write—ri
writer—rir

Y

year—an
yes—ye
yesterday—debe
you—v
young—jun
your(s)—vi
yourself—(v)ip
yourselves—(v)ip

The *Dutton Speedwords Dictionary*, 18p, postage 3p extra, can be obtained from Miss E. J. Dutton, P.O. Box 30, Norwich, NOR 86H, England. It tabulates the 4,000 most-frequently-used words, and has complementary English–Speedwords and Speedwords–English sections.

## KEY TO EXERCISES, EXAMINATION TESTS, AND SPEED DRILLS

The keys which follow may be used as further practice material by working them in reverse—English into Speedwords, and Speedwords into English. Check your work with the original exercises as set in the course itself.

### EXERCISE 1A

1. This letter here is for you.
2. It is all over now.
3. We come here to make it a good day.
4. Now is the time for it to receive attention.
5. Send this over before you write the letter.

### EXERCISE 1B

1. *L de e ab ov nu.*
2. *L te e ko ce t.*
3. *W ma t u gu te f al.*
4. *W e ab al ir nu.*
5. *Ri u le & ze t ab u de be v ko.*

### EXERCISE 1C

1. We know when good business is possible.
2. There are three long days to come before we know all about it.
3. They must not know of the other business interest, mother.
4. We ask you please to return with them, and advise us two days before.

5. It is not possible to ask them for much interest, but they must know about the other business.

## EXERCISE 1D

1. *E 2 le f v ir.*
2. *T e u lo te, b v ms pl vy w qe g ur.*
3. *T e ib e n mu d int sa ab c af, b pl ze w u le be v ur.*
4. *L ot af e n mu gu, b v ms ax ab t.*
5. *Pl ma t ib ri qe mer ur m l 4 ot le.*

## EXAMINATION TEST 1E

1. This business letter must receive attention now.
2. There is much about here to please and interest mother.
3. We advise you to come before the business is all over.
4. It is good for you to know all about it, but we now advise you not to ask them to return.

## EXAMINATION TEST 1F

1. *V e al ur ir m g qe g ko.*
2. *Qe t e ib pl ze l 3 ot le.*
3. *E n mu te ze u lo le, b w ms ma te ri l ot be l de e ov.*
4. *Pl ze & ax mer ur ir f u te qe af e ov f l de.*

## EXERCISE 2A

1. Please say just what you have seen dear.
2. Do you think that this is the order in which they will come?
3. I can not go up to see them after you have been.
4. I will write and send the letter by return now I know that they have to make up some orders.
5. Please ask for mother to receive attention for as long a time as possible.

## EXERCISE 2B

1. *Pl di x v pu c e i ord.*
2. *J p n di x ul d g h js go by, b qo h g e, za?*
3. *Q v pu k t r e i ord x j go up vu g z & qe mer di.*
4. *Pl vy j qo j h a vu v po c af e ov, & qd j p ze nu.*
5. *Po al, q v pu k t e js f g h ce c en.*

## EXERCISE 2C

1. Do you think that it is possible to say now who will use it this week?

2. I can not say how glad I am to see you again, but when do you return to business?

3. I now enclose the account which she has received: please thank her for the attention which she is giving to this item.

4. The price for that is the same as before, but it will be so much more for all the other items which they have ordered.

5. I see that it is the same little thing that she is to use again in order to hear on this occasion.

## EXERCISE 2D

1. *Qu e l 3 ut g h ord k ma so la u ad a l bil?*
2. *Sh e so fe k o c oz sh p au u et d qd s e di.*
3. *C ut ma u la ad a l ord, & j ms gra s f l en k s e da a l af.*
4. *S h au k l pri e u et me re c se. Qd v pu ab t?*
5. *Za j! j ms h ku l ot om re. Qd p j di c te?*

## EXAMINATION TEST 2E

1. Can you say where we have to send this large order, and what the price is to be?

2. Thank you, dear, for going up to see her again this week. She will be glad to see you.

3. Write to him again and enclose this account. Please

say that it is so large that I must know by return when he will be giving attention to it.

4. She will be going again in a week or so, dear, but just which day he will be in I do not know.

5. I have been so glad to hear what you have said, as I know the attention and interest she is receiving again will please her.

## EXAMINATION TEST 2F

1. *S h ku l bil re, b o c oz m ul la ad.*

2. *S ri di k s r e fe us l id ut re c se, or ul et te po. Qd v pu ab l 2 ot om?*

3. *J au, po al, k s h ad ul me la ord. Qa mu, i al, v pu sh r ma?*

4. *Q v pu t r e ib f w da sh ul me d l id et om. X so, j sa sh r gra v f e so gu a sh. Sh h e m g f so lo u te.*

5. *L pri by nu r n e l id z be. E u ad qu j ms ax ab i ord au qa s bil f t o c oz, & qd t e f.*

## EXERCISE 3A

1. Take the other book away afterwards as it is without a cover.

2. Do you expect to have a night out soon, dear? Not before pay-day, I think.

3. There is credit to every man who comes down to this place to-night.

4. Where is the place of meeting? Do you not think that it is near here?

5. If you look under the cover out there you will see with pleasure the book for which you have paid.

6. If they answer as quickly as I expect you will soon be away in a different place.

## EXERCISE 3B

1. *J vy v ep l teg upo iro.*

2. *T e ul se dy so la u num d on h en l ren.*

3. *J at sh axo rap k sh ne je ke f l bu qu sh h dy ri mo vy.*

4. *J h n e ny l ren-ep ov iro dy k dex, b j r en l af z rap z ib.*

5. *X v pa l ido rap g r n no upo o v so mu po.*

6. *Pl di k j at ce pa i u se. P v ze u le ovo teg a s cdex?*

## EXERCISE 3C

1. Kindly give your attention to the matter of price to-day. Before you go away to the meeting on Tuesday, please also answer the many other letters which we have received.

2. Of course, I much appreciate the kindly interest he has taken in a number of my books since our meeting.

3. I believe that your little matter may receive better attention this month.

4. Do you know what the amount was? If so, please enclose the information when you send back your answer on Thursday.

5. Our business may be better this year because of the additional attention it has received since this man has taken an interest in it.

6. You can take every credit for your kindness in looking after my many interests in this place. You know how much I appreciate it.

## EXERCISE 3D

1. *J ai n kre k l to d gi bil f l ren o D7 y ok, & j est vi guv vy.*

2. *Pl ku me if ab l ot uti qe v ri, & axo gi le be l lu e ix.*

3. *Gi bil ms n go ba bev D6 z w pi n sa be wi ren o D2 x l to c on h ri upo i l bu e ok.*

4. *J est, na, k D3 pi e l su de ri, b j ms h me if rap ab si ep iro.*

5. *Q v n pu t e ib k t pi e l id se & l id lu c an ai.*

6. *Sh h n e upo iro dy k D5 dex bev cdex, b j pi ad k sh y ovo teg al l te.*

## EXAMINATION TEST 3E

1. Every credit goes to you for the thought and attention which you have given to the place. We all appreciate how much better, and how different, it looks.

2. Her mother has been away since Friday, and has taken a number of my things with her.

3. It will be better to enclose the receipt with your answer to-day. You may also inform them that I believe the amount is right.

4. It was my pleasure to be out there on Tuesday night, and I expect to be going away again in a month or so in order to see some of the sights.

5. There are many of his books down there. I may not see him until Saturday, but I will be glad to attend to the matter when I meet him.

## EXAMINATION TEST 3F

1. *L an h go rap, b m mu ke & ple a l ud qi h so guv en l ido ren.*

2. *Na v e ok i kre k c on r pa l to rap.*

3. *L vy g h da w e ne ba u num d l teg cdex. Q v n pu g e ok.*

4. *Wi ren r e ovo teg cdex, & ny al d g e at no i ul te.*

5. *Guv no & vu x al l bu e i gi ok ep, zi t oz a j k ud pi h e ne ix mo wi sa dy l ren.*

## EXERCISE 4A

1. Sir, I love and seek truth, and appreciate what is just, good, and kind.

2. He said that he had not been so hot in school before and desired to know how soon he could come back here.

3. Because you had had so few opportunities I had hoped that you would be prompt to take them as and when they came.

4. Perhaps he covered up the answer, sir. If you look

under there you may see what you are seeking, and if so I hope that it will be satisfactory.

5. Some of the items about which you had informed me did not give the satisfaction and pleasure for which I had hoped.

6. There are few buildings there to-day, and they do not interest me as much as this school.

## EXERCISE 4B

1. *J yr am h ko x j hy h tou te : qi sa b k ozb po al j pi h l ple ? Qo e l ryu ry, pl ?*

2. *T e ibu k j yp am s me x s y ai gu, guv, & js.*

3. *Za O, j ne c ozu d gra v f l ik d c bu, & f l ud ot om qu v ze a j so rapu o D6.*

4. *T e ibu oku, na, k u fu ut y n i ord o D2 : j hy atu k dy D5 l ik yr h e mu su.*

5. *L ry e al k j yp des, & j n pu t yr e oku di k t ypi h e su.*

6. *H e fu he de dy D2 se, O, u ido j mu est.*

## EXERCISE 4C

1. There will probably be very much more work to do next month : I will, however, attend to all I possibly can in order to meet their desire to complete the matter promptly.

2. I am certain that he has a very good mother, and that he seeks every possible opportunity to do her credit.

3. I believe that he has very few possessions, but you may be certain that he would pay us well if he had the opportunity.

4. Dear Mother, I hope to be back in your place in a few days with the entire list of all the answers about the subject on which you seek more information.

5. She is now living in the front part of the building. I understand that she is much better and will soon be completely well again.

6. However careful we may be, it follows that as he possesses more he will, of course, have the most opportunities.

## EXERCISE 4D

1. *T e oku k j ha me nu, b l to e n tou do o iku.*

2. *Sh sav l par i ig, b j r go tru my d t m sh re mo l bu.*

3. *Pl e ene ma u ga ro d l ra w ms fa nye lu, & di qu d l ud ute ms ce wi ale en.*

4. *G do i l fo par d l ry : q v pu v yp ren l 2 on iro go tru l ale ro d bil.*

5. *J sav k x v yp pa g par d l to rapu tru vi ig af bil, qae et t ypi e, t yr e me iku a g.*

6. *T e tru v k j e ale mo ke js nu, & j e cer k v sav ga qd ms sek.*

## EXAMINATION TEST 4E

1. Most of them thought it was very hot just in front of the school, sir, but it was not so bad in the other part of the building.

2. Perhaps it is just as well that we did not attend the meeting, but his mother would certainly love to have gone.

3. It is very probable that he did not understand your order, sir, but I believe he had sufficient in his possession to pay the account promptly.

4. It would be more satisfactory if you went through this long list very carefully to-day, and completed the business in time for the meeting to-night.

5. I took the opportunity of saying that the quality was not entirely satisfactory, and that the matter must now be the subject of prompt and careful attention.

## EXAMINATION TEST 4F

1. *I ig j e fe vy v k s e fa ube. Na, s am l ryu mue.*

2. *Sh hy a ne 3 me ute, b j sav k sh fa ube, & ko tru iku.*

3. *W ysek s ok upo a l ryu, & po ser f s tru my d l dex.*

4. *J cer yatu k v ypi ne l ozu do i c ry f u fu lu. L oku e j ykre k v yr des fa so.*

5. *T y Gu D6 be l ro ko ia ji ha. J atu, qae, da l uti me en be l se e ix.*

## EXERCISE 5A

1. Herewith I enclose another offer. This time it is for equal division. Kindly forward your answer by return.

2. She said to-day that she would always love me, a change I very much appreciate.

3. I have heard something against them to-day for the first time, but I do not believe it, and I have good reason to suppose that we may soon look forward to a better period.

4. An equal division would go against us: we must make another change after the mid-day ship has come in.

5. I consider that they are a Company which will continue to go forward.

6. Nothing remains in the ship, and I am glad to say that it is now entirely ours.

## EXERCISE 5B

1. *C e l uv iku fy w h ce dy s h e ao.*

2. *T e az hee ab mi js nu, qu j atu v puv e u gue fy f ji e ta cde.*

3. *L uti yr cer h h ul puv, b w n yko ba bev tae cdex.*

4. *Iz j of u fu ad ut f vi ene puv cdex.*

5. *L nav yko i z ta z mi. Qd fy v yof?*

6. *F u gue fy l K of uv fa um a l nav, i qu nm ms ru po mi.*

## EXERCISE 5C

1. You must request a remittance for the fifty books by cheque without delay.

2. We are sorry to advise you that our charge for the end of the season must be a little more.

3. It is with very much pleasure that, as you request, I leave a short record of the special assistance which the Company has kindly given.

4. Few persons remained for the entire season, and I was very sorry that a large number of women left us before the special week-end.

5. We assure you that it always gives us pleasure to do business with you: please inform us of the least delay in completing the work.

6. I agree that the last thing I sent was not of the grade that it might have been; perhaps, however, you would remit a cheque in part payment by return.

## EXERCISE 5D

1. *G kon ne il ene vu k al l fem du ce eg opo.*
2. *J cery v k s y imo l uv er ruf l nav uvo D7.*
3. *L myx v p fa e ep o rol k h azo e so lox u peg.*
4. *J e fex h a ifl ido, & di k s pn zel o D7, b k s atu pa ox um be l ed d nye se.*
5. *J cery v m ple k l paf f l ifl d l il oz uvo lu r e ete imo.*
6. *W h rol u lox b ga ifl ab c fem, & w r imo ze t ox a l K mo taf.*

## EXAMINATION TEST 5E

1. You might as well request them more promptly to record the receipt of all our remittances by cheque.

2. Their answer was that they were sorry to have to report that house building this season has been subject to very much delay.

3. The Company say they could never consider the least change in their charge for this grade of building.

4. This woman will be late, because the ship by which she is coming here has been subject to a short delay since leaving them last Thursday mid-day.

5. I have much appreciated the pleasure of your company this short season, and I hope to meet you again early next year with something of general interest to report.

## EXAMINATION TEST 5F

1. *Z j ydi, k y uo fy f sev eg qd ru.*
2. *E, imo, nm yruf fa b kon of il opo a l K.*
3. *T r e u ple ed l kon m c er, & ri ox l bil ale.*
4. *J p cery v k t r az e ji uv puv vu k l ra du go fov rap.*
5. *Iz j nu ku ji pal i pa d l bil f l il ra v fa uvo lu. J e fexe k c zel h e ute a so mu taf.*

## EXERCISE 6A

1. According to the invoice, although it came very late, they will have delivered sufficient books to the department before the evening.

2. It seems, therefore, that it will be of rather more service to the Company if we first ask the girl to visit your office and bring along the three invoices.

3. It looks as if they were rather late with the order, so we have applied to them to bring the balance of the delivery to the office in our department this evening.

4. I can assure you that the girl will serve you well, therefore I advise you to accept her offer without further delay.

5. I suggest that you would enjoy a short visit down there while the opportunity offers.

6. It seems very probable, therefore, that the Company will bring the matter forward again.

## EXERCISE 6B

1. *Opi l rov yko gret ta w ms duv axi f rapu dav.*
2. *Pev j kon k j yfes l dot j e duv gret fex, f u cer fy, k j go a gi ryt.*
3. *J yr gret k v yzes l rov f l egi d l dav m v, opi j kon k t pi ibe n e d uss a w.*

4. *X v fn l axi e ale iku j pu w yp fyb ofs l of qu l ft h ma.*

5. *Koni l rov qu h ko tru, vi bil r duv h u ke egi.*

6. *Pev v e zes l 2 rov a c sevi j r dot l ot ryt & ax x g h h u adi axi.*

## REVISION EXERCISE 1

1. I suppose that until you leave you will continue to live near the front.

2. This hot period of the season gives us pleasure, and we are enjoying it very much.

3. Herewith please find a long list of the special books which the Company is forwarding to you. They seem to be generally of a better quality.

4. I had every reason to think that they might go to the front last week.

5. It seems that I can do nothing right; she has always been against me.

6. We hope that you will never live next or near to their house.

## REVISION EXERCISE 2

1. *J yfn my d l er iro y eg a l oz.*
2. *Opi j yof l ryg mo ha t zes i u rol pri.*
3. *Pl zes vi pal-bu m v so k w p pa l paf rapu.*
4. *J e fex k v vus pu k c fem o l lox ro e gret fov.*
5. *L myx s yp fa y sev eg al l oti j hy ruf.*
6. *V ms fa um or ot rap m qd ru i vi ha.*

## EXERCISE 6C

1. These materials are not so good as those, and are accordingly different in price.

2. Even what they consider to be high life is not all that those persons suppose.

3. This is the seventh shipment to go to this address in the months of March and April.

4. I am looking forward to to-morrow afternoon, even though it may be very hot there.

5. Although we had hoped that the fourth of these shipments of necessary materials would go to the front yesterday afternoon, they will still be of service if we send them off without further delay, say this evening or to-morrow morning.

6. Even though she now seems to be a different girl, I still love her, and I certainly could not enjoy life except in her company.

## EXERCISE 6D

1. *Ji nam r e ido depo pomi.*

2. *Ud on & fem dot c dop i l peh luz d L7 & L8.*

3. *C e l 2v L6 j h dot g ir, & j e fes bi mue js nu.*

4. *Debe bemi w go a gi ig ryt re, & fn g y duv ga op ma l ho pafz f l matz v hy ofi.*

5. *L ik d cuz mat e n ikue, opi j im v puv k l erz qi yma g h u gu nam i af.*

6. *Gu bemi! J uv ren v uvo L1 pev i London, b kun f u lox pe i l peh peg j h n vu v dy.*

## REVISION EXERCISE 3

1. Except for a few materials, the prices this summer are indeed rather high.

2. The department reports that these cheques will make our balance equal to what it was just before the end of last year.

3. According to their letter the grade of those materials is not what they had expected.

4. He expects that it will be necessary for the girl to be away for a long period next summer, and I understand that it is for a very good reason.

5. For some special reason the Company considers that

this is perhaps not the right time to make changes in these matters.

6. I am sorry to say, therefore, that this division of the business seems to be against our general interest.

7. I will, of course, always remain as near as possible in order to bring assistance quickly when necessary.

8. You will find most of the materials which you seek down there under a special cover.

9. We thank you very much, sir, for the suggestions which, we may say, give us much pleasure.

10. It is certainly very necessary for you to remit promptly a cheque sufficient to pay off the amount they request.

11. They have made the same request again, and it will be well for you to write something about the matter to them this evening.

## REVISION EXERCISE 4

1. *Al d cuz er, mo kun, e i l uss d l bi cery sevi.*

2. *C pomi w r sek up wi axi f ad matz, eb opi l zev pi duv e ute a ul taf.*

3. *Cz le ku axl f dav a u la num d ido dop depo bemi.*

4. *Iz pl fn pal f l egi d l paf f vi ra o l ryg & ryz i l peh peg.*

5. *Zi d qd oz uvo an j cery v g r azo re ofs l opo d k sevi.*

6. *L myx g p fa e oti l nam d l K, or go ix d af.*

7. *L ig ik d my d cz il mat e al k w yp des.*

8. *Pl go ba & ma u ene rol d al l ut qu v pi puv e mat a l ifl f qu g h ax.*

9. *L rov ko debe bemi tru l sevi ryt, & j atu k be depo pomi w pi ce dav d u num d l il bu v h ord f l ryu.*

10. *J pu, qae, k sh yr n fes ryu bi mue js nu, so pl vy sh ru qo sh e f uo an.*

11. *T e nese k v ko lov nye D6 dexi ono w i ne ha d l ryg.*

## EXAMINATION TEST 6E

1. Yesterday afternoon I found their application for prompt delivery of the many books they ordered last February.

2. While you are about it you may as well bring along the necessary invoices for the further materials the department desires.

3. Although the suggestion that the girl has taken something away is still under consideration, I would rather that you do nothing further until after my visit to the office to-morrow morning.

4. I do not doubt that the Company has made a mistake in the name, if not also the address, even though you suggest they have never been wrong before.

5. Those persons whom you were seeking last October are indeed acceptable. I understand that they will bring the necessary books along with them to-morrow afternoon.

## EXAMINATION TEST 6F

1. *T y hee imo al tru l peg uvo peh kun f u lox pe i L8.*

2. *T yr vus k si rol d uss h az e iku, & j fys ofi w n taf i ofs si adi of.*

3. *G axl w fn ix qa ho l ryu ryz e. J h koni ax s ifl l if z ja z ib.*

4. *J e fes bi ir mue m l ft j am. Ozb v yr ne l ozu depo dexi pa w u dot. J ku wi dop m l nam d l ryg qo v r fn w.*

5. *Debe g ze gi 3v zev d l il matz. J e fex h a ifl k l priz e gret ho. L ig ik, qae, e mu su Z l uvo dav.*

## EXERCISE 7A

1. Why did you leave this class-room open yesterday evening?

2. The paper which they delivered yesterday afternoon is of high value, but you may use some with pleasure.

3. If you will allow me, young sir, I will go into the matter immediately.

4. Having acknowledged the difference in class and value I cannot understand why he is still against our accepting delivery.

5. Being in a position to decide immediately, why does he delay his answer?

6. The office you seek is in the same direction as the department where you made your other purchases.

## EXERCISE 7B

1. *Q v mem i qu dir g yser teg.*
2. *Z f ip j p hon di k l mat j yfur a l K y d mir val.*
3. *J ms mem jae ken ce d l la zev qu w ac uvo L2.*
4. *X v no ron l caz v r rap est gi mir sit & ig gu zu.*
5. *T h e u ido kos f j dy c hon jun ft ko ia ji bi.*
6. *X v go lov iro & ia k ca g ip r dir v a uo sevi qu g h s ap.*

## EXERCISE 7C

1. I have every reason to believe that the building will be successfully completed early next year, and that the necessary money will be found.

2. They moved together to the front in a party immediately after an agreed decision had been satisfactorily come to between them. Here is a copy of the agreement.

3. Together you and your sister may extend the business successfully this winter if you purchase the right commodities.

4. There are hundreds of persons to be considered before the party can move in the direction you suggest.

5. Sometimes I think that you study the original collection of materials too much.

6. The continued world success which attended his beautifully written books certainly gave his loving sister much pleasure. Indeed, I myself also regard his work very highly.

7. Why does not your friend acknowledge that supplying

world commodities is a matter which worries him more and more as time goes on?

8. We have decided to study these original suggestions together between times in order to extend our business interests. Please make some more copies of them and send them round immediately afterwards.

## EXERCISE 7D

1. *E cen d om e fad in nu & l pea peg.*
2. *Nx cuz zar d vi ki rapu fn l nes pam l ere r n e u suk.*
3. *L add caz r opo w duv adi ste wi af i l uko pea.*
4. *J h suk i ac u mir & bel co d bu il f ji jun sis.*
5. *O, j p cery v k jm w h di ab l ho ik d cuz il afm e oku.*
6. *F, t e cer mua at u sis d si ri um fon o c por ute.*
7. *J pu t yr e ale i ord x v ci ac c bel co f l K.*
8. *W e albe i riin m l acrz namd ab jm v zes fov. Ir e iy d l lez.*

## REVISION EXERCISE 5

1. While you make a copy of the invoices I will acknowledge receipt of the shipment.

2. An application to the address you named was not made while I was down there in the department.

3. I cannot decide between your two friends; I certainly remember making a most careful study of the entire position.

4. The charge for so little service, however, seems to be rather high.

5. The changed material was purchased last Wednesday, and will be delivered to them before to-morrow evening.

6. Sometimes they may allow you and your friends to go round their beautiful place together in order to extend your studies.

7. I desire to interest you in a beautiful collection of a different class of material which we hope to deliver to a few customers next week.

8. Dear Madam, According to the copies of the correspondence enclosed herewith the conditions will now be the same in winter as in summer.

## REVISION EXERCISE 6

1. *Q v pu k c 2 afm e eg i val a cuz qu y zed uvo se.*
2. *Koni l uvo dir w ce l sevi v nam r e apd je dexi kun D1.*
3. *C la zev d nes afmz r go ix uv om depo bemi.*
4. *T e kond k g y intd i l fon bu v ri o bi z t y nux fesd i k ep.*
5. *Albe jm e i ord f wi acrz qi v ms mem e az ok.*
6. *Eb j pn sav qa v sev vi te suk in l 2 uido gre d uss.*
7. *Pl no ov l numz o cz rov m l myx ib taf, & po zes j u iy d l gad ro d axiz.*
8. *Ozb v yr ko ia ji ca depo pomi, nx, na, v h um il qu ms e fad.*

## EXAMINATION TEST 7E

1. The position is that many customers came early yesterday morning to make large purchases of these valuable commodities. The amount of additional money which came in was, indeed, very satisfactory.

2. I regard this sincere young person very highly. The class of work she is doing is certainly of an original and beautiful quality.

3. Your continued allowance to my friend is most acceptable. I can assure you that your kindness will always be remembered.

4. Sometimes I consider that you worry too much about your condition. Why not decide immediately to move into another place?

5. I acknowledge your direction to change positions in the room with your young sister. I can truly add that between us I believe we can look forward to completing our studies successfully together, and with special credit both to ourselves and the school.

## EXAMINATION TEST 7F

1. *I l tax par d uvo pea pap y i loxe fur, b w e albe ifd k jm ib e e fad ze w mu me i l uko peh.*

2. *Za F, C mir & uint co d ny u cen bu r e apd tax i L8. L rir e ub-sad l kos ov, & w h je fy im k s ip r e iro.*

3. *Wi pea, na, oz in l luz d L11 & L2, ulz uste eb ia L3. Zi d shi zu ji sis pn e kid. Koni, w ofs l sit, uru i l ryg & ufes ip ge bev l su dexiz ko i L4.*

4. *Ir e u iy d l uint riin in w. Z u ga oti, j e pu d go ron l kos vu ul d l ud bel vu i ot par.*

5. *Nx v ci op l ofi ji sis & shi stur ar r ki ge jae so k g p ste gi stuz, & ad mat a gi sa.*

## EXERCISE 8A

1. Such a position is no more than they should have expected after what occurred last week.

2. Having had one item of the collection for some time, I shall be able to make a statement within the next few days.

3. We should refer to several or all of these questions at the same time rather than just one.

4. We have arranged to show a great collection of beautiful things from all over the world.

5. There are a number of questions from within the party which should come under consideration at our meeting next Tuesday.

6. There are several conditions, each of which should receive careful attention when the company meets again.

## EXERCISE 8B

1. *pl No k j pn Ord so ud uti I So u lox pe z e ofid.*

2. *c Di Ab a Je U d l fon Q qu y zesd fov uvo lu.*

3. *pl No k j e duv n P Di X l La ren qu w e Ord f nye D7 dex r e u ap U.*

4. *j R ne La int i qd ko D So u on I l nye lu or so.*
5. *l fur d afm ron ir, m l U kun d pap, e loxe js nu.*
6. *w R ci A l ig ren d l K X w R P ma l desd Ordz.*

## EXERCISE 8C

1. Once we receive a favourable reply to our request we shall indeed have some cause for great satisfaction.

2. If the Company's charge on the invoice is correct please include such information in your first report.

3. We did almost everything we could to make them quite happy during the whole period of their stay.

4. The position of their office in the building is just above mine, but it is quite a small one.

5. It would be more correct to include either the one or the other of those items which were brought up yesterday. Is there anything that you particularly desire to be included?

6. Sometimes the worry comes from above, but on this particular occasion the whole position is very different.

## EXERCISE 8D

1. *l fur e Ny A u ed, so t e u uti Or d ac me d l nes afmz, or ur l ord.*

2. *j e Fe Di k l Il Fy d l ena h h jae en.*

3. *pl ze u Ub Axo A Uz, & Ab l K a l riin w h albe fov.*

4. *nx v If j l Al d qd yoz j R cer Ku c Il Ab i l Di. l Al af e Um b iku.*

5. *opi l ur Pev l pea peg e gret Et t e Ov l to qu w ce i l id pe uvo an.*

6. *t yr cer e Ok Di k l Et to d afm qu g h dav a c dop e n qd w hy at.*

## EXAMINATION TEST 8E

1. According to our copy of the statement more commodities are included in the second shipment than we had any reason to expect.

2. Sometimes you seem to regard my student friend as one who is not able to write anything which can be accepted as original material. I think it is not too much to suggest that she possesses everything necessary to make a great name for herself.

3. Having several important arrangements to make quite soon, I am considering whether I should leave the whole of my correspondence for the time being.

4. One of the questions to which a reply will be given at the meeting next Monday has reference to matters which are already within the Company's knowledge. Why has nothing been done about them since I reported to you what I had heard?

5. You should tell those women immediately what is the correct thing to do. Is it too much to expect them very soon to offer service of some small value in true acknowledgment of all that has been done for them?

6. Early next month your friends are coming to live very near to our large house. Without any exception they themselves should find the conditions around here most enjoyable. Herewith, as requested, I forward a complete copy of the directions for which you applied.

## EXAMINATION TEST 8F

1. *v p Axo k j R ofs N adi davz d pap D So u on, eb opi s Di k l fur Ku u Et egi d uvo lu' ord.*

2. *ue Ga Fe Pev ji Ru A k Il ep j R Ord ste ji dot iro i ord edo uo bu o l ute j am Ov al ot.*

3. *Je de duv zes ti enaz A l ryt b, Ov al, j h La Fy gra v hone f las j, po af hor, fa ra i vi caz i qu j e Il intd.*

4. *j e La kid by l vu d c co d bel matz D Ny je par d l kos. bi vus gret su qe U nou ra d So ho kla.*

5. *pl No k Or U or l ot d c 2 ft ms ci en c por kla qu l rov sevi e Ord edo Ny A uz. l nes lasz r, na, e mad.*

6. *al ue ub w pi at u my Ub ixko D Num d l ac w h ma*

*cde. uz w h ul ad caz f l ste d wi faez w pi fyb atu f u La Me i wi ig af.*

## SPEED DRILL A

*c e ji uv Try ri me rap, & j atu t r n e u loe te be j p ri A u ho Rap. j e cer k by ri l id om ov & ov re j R e mat opod zi d l sae qu r ja ma j u ho-rap rir. t r cer e u La de f j qe j ha l P ne No A 80 a cen mot u miu.*

## SPEED DRILL B

*qe ri u af le, t e nes Ord l ido par m La ene, & koni l ofsd reef i riin d c Na. po Ep l del ovo vi ipi dop, t e hab ai rol l nam & dop d l er or K a qi v e ri, lov m Ul Ab num, A l ka d l le ip. ul er puv k l dop Yr e rufd bev l ed, b k reef e nu ig noud z ue ix d del. l mat i l le Yr e ene Ordd so k t r e fas ris.*

## SPEED DRILL C

*da al l if axd f i z fu mot z ib. No k t e hab i af ryt ne U or me iy d le, z ul ka han cz a ido sevi so k Je U h u rol f ti ipi Ab. A l ed d l le v Yr rol Ul kumz qu e a e kud, so k nm e rufd ix by Ul okn o l par d l zer. mo kren v Yr nu est l fy qy c val vy h e da.*

## SPEED DRILL D

*t e m La iku, upuv l ig zu uvo an, k j e i u sit Di f l if d l ren, k l K' ra h go lov lu po lu bev t e nu i u sit qu w ms al est. A l ed d uvo an wi fur d afm & matz y hoxe imo, & l to d af w fa, Pev l id pe, yp cer n e noud z ale iku. b graz a ul la zev uko i lox po, & a wi Fys P ac afm qu y i Lae axl, om ja edo go fov re. so mu so k e nu je fy e ho pld m wi Fe sit.*

## SPEED DRILL E

*j ip n at l K Az no ba re. wi ig sit e cer mu me Ub Z t y uvo pea, pev zu e so gu nu k i uo fu lu w Yr e i u eb su*

*sit. adi, w h fu la Bil ren, & wi bilz, j e fe di, e Ga i ord. je sevi e ra ovte, & i Vu d l ce d ud adi ord & ad kone, w p, j e cer, no fov a u rol an. j fys atu k v r kon m j k w h je fy e ikud m l ho Ub sit d l K, & k w p no fov m ple a u suk af pe d La lo.*

## SPEED DRILL F

*e ud er qi pu k i gi ra A af, i l ryt, or ot ep, Um e gu Tou so lo z t Ku N gux oknz. c, qae, e u oko im. i je sevi d bi, w Yr, mo kun, fa wi sue. t e n tou js ma z fu okn z ib. w Yr az try fa Imo gu ra, qde kla d ra t pi e : X, imo, w h u ho sit i qu il P e nes, or e a e fnd In cuz qi e js edo gi af or ist bi.*

## SPEED DRILL G

*u er qi fa js qd s or sh h e Ifd fa, & ne N Imo int i l ra, r cer n Fov rap. de po de, & se po se, So rarz vus sol puv qa ja g p ga l ra g h e axld fa, & m z et Ena z ib. l Fys e k cuz qi e A l ka d gi seviz nou So er z hox-gre rar. qa mu su t e ra ub, & h l iku k U e Imo estd ? cuz qi sek c gu vy r cer i l ed e dad por sit, & fn ip uas l pa ro. sol l sue e gu Tou.*

## SPEED DRILL H

*za O, gra v mue imo f l le m zel ce a l ryt pev j y ao. j ai ken l ordz f pap & ot afm kud ge ovo l id teg. vi Axo h ko js i te f j da t jae en be kos pri go up. u Et b uint co d fon & Imo bel om d ho-gre ik h ko tru dy j uvo ri a v ; eb su Z Um yzes be v o l uvo oz v dot wi sho-caz. cz afm e d l Il kla a qu v nux Ab. Ov al, j pu j e Ok i Di k c co Ku Num ut qu r fes So Ub m vi ud acr k adi ord r e rap epd.*

## SPEED DRILL I

*e Num ot por uti qu j Yr e Fe spe ov m v Or Pev vi nye dot or by il Ord. j hon atu v p fa z j des mo Ul taf, zi j p*

## Category A

The first list of examples comes within category (*a*), and should forthwith be practised again and again until they are joined up without any hesitation. It would give the ear useful training if a friend dictated them to you, first at a moderate speed, and then faster and faster with each repetition. (Always read your notes back.) The list can be extended at the will of the writer, but should be restricted to frequently-recurring word-combinations:

| | | | |
|---|---|---|---|
| a-few | *ufu* | by-the | *byl* |
| after-all | *poal* | can-have | *ph* |
| all-the | *all* | could-not | *ypn* |
| and-we | *&w* | for-the | *fl* |
| and-that | *&k* | for-you | *fv* |
| and-which | *&qu* | for-us | *fw* |
| and-if | *&x* | for-them | *fg* |
| and-will | *&r* | for-their | *fgi* |
| and-have | *&h* | from-you | *Dv* |
| and-the | *&l* | from-it | *Dt* |
| and-a | *&u* | from-the | *Dl* |
| and-it | *&t* | from-them | *Dg* |
| and-also | *&ai* | had-been | *hye* |
| and-had | *&hy* | I-have | *jh* |
| and-with | *&m* | I-think | *jpu* |
| and-in | *&i* | I-know | *jsa* |
| and-can | *&p* | I-can | *jp* |
| and-was | *&y* | I-must | *jms* |
| any-time | *Ulte* | I-should-(be) | *Jyr(e)* |
| as-possible | *zib* | I-do-not | *jn* |
| as-a | *zu* | I-had | *jhy* |
| as-we | *zw* | if-you | *xv* |
| as-you | *zv* | if-they | *xg* |
| as-it | *zt* | if-not | *xn* |
| as-the | *zl* | if-the | *xl* |
| as-little | *zet* | in-a | *iu* |

| | | | |
|---|---|---|---|
| in-our | *iwi* | they-may | *gpi* |
| in-which | *iqu* | they-were | *gy* |
| in-whom | *iqi* | this-week | *cse* |
| it-will-(be) | *tr(e)* | this-will | *cr* |
| it-would-(be) | *tyr(e)* | the-most | *lmy* |
| last-year | *uvoan* | the-better | *lsu* |
| last-week | *uvose* | the-time | *lte* |
| last-month | *uvolu* | to-me | *aj* |
| last-time | *uvote* | to-whom | *aqi* |
| may-be | *pie* | to-what | *aqd* |
| much-better | *musu* | to-our | *awi* |
| much-more | *mume* | to-us | *aw* |
| of-the | *dl* | to-my | *aji* |
| of-this | *dc* | we-have | *wh* |
| of-us | *dw* | we-had | *why* |
| of-them | *dg* | we-should-(be) | *Wyre* |
| of-it | *dt* | we-can | *wp* |
| of-their | *dgi* | we-must | *wms* |
| of-all | *dal* | we-shall-(be) | *Wre* |
| of-which | *dqu* | was-not | *yn* |
| or-are | *ore* | were-not | *yn* |
| send-me | *zej* | will-not | *rn* |
| send-us | *zew* | will-you | *rv* |
| so-long | *solo* | what-the | *qdl* |
| so-good | *sogu* | when-the | *qel* |
| so-on | *soo* | when-a | *qeu* |
| some-time | *ulte* | which-should | *Quyr* |
| should-be | *Yre* | which-would | *quyr* |
| that-the | *kl* | which-we | *quw* |
| that-you | *kv* | which-were | *quy* |
| that-it | *kt* | which-has | *quh* |
| that-this | *kc* | which-the | *qul* |
| that-will | *kr* | with-you | *mv* |
| they-will | *gr* | with-your | *mvi* |
| they-can | *gp* | with-our | *mwi* |
| they-have | *gh* | with-the | *ml* |

| | | | |
|---|---|---|---|
| with-us | *mw* | you-have | *vh* |
| with-them | *mg* | you-can | *vp* |
| would-be | *yre* | you-could | *vyp* |
| would-have | *yrh* | you-have-been | *vhe* |
| you-will | *vr* | you-would-be | *vyre* |
| you-will-be | *vre* | | |

### Category B

Category B comprises a few special phrase contractions which will be found helpful:

| | | | |
|---|---|---|---|
| as-soon-as | *zjz* | day-by-day | *dede* |
| as-well-as | *zuz* | week-after-week | *sese* |
| as-much-as | *zmz* | mother-and-father | *merp* |
| dear-sir | *zao* | father-and-mother | *perm* |
| dear-madam | *zaf* | more-or-less | *meex* |
| my-own | *jii* | more-and-more | *meme* |
| our-own | *wii* | over-and-over | *ovov* |
| their-own | *gii* | now-and-then | *nuux* |
| its-own | *tii* | at-first | *uvi* |
| sooner | *mja* | at-last | *uvov* |
| longer | *mlo* | at-least | *myxi* |
| greater | *Mla* | at-once | *uzi* |
| he-or-she | *orr* | at-all | *ali* |

83. *mja, mlo, Mla,* are contractions of *meja, melo, meLa.* All comparatives may be similarly contracted.

### Category C

A few frequently-recurring phrases would clash with a parent-word if they were joined up in the same way as those in Category A. But these phrases can be distinguished from parent-words by writing the component speedwords as far from each other as if they were written separately in the normal way. They should, however, be linked together across the usual space without lifting the pen. It is

quicker to link them with an extended line than to lift the pen or pencil to write them separately.

| | | | |
|---|---|---|---|
| as-was | *z-y* | have-been | *h-e* |
| at-the | *A-l* | of-a | *d-u* |
| at-a | *A-u* | on-the | *o-l* |
| and-is | *&-e* | so-that | *so-k* |
| are-not | *e-n* | this-is | *c-e* |
| after-the | *po-l* | they-are | *g-e* |
| can-be | *p-e* | to-it | *a-t* |
| from-a | *D-u* | to-you | *a-v* |
| he-is | *s-e* | to-your | *a-vi* |
| I-am | *j-e* | to-a | *a-u* |
| I-will | *j-r* | we-are | *w-e* |
| in-the | *i-l* | which-are | *qu-e* |
| is-the | *e-l* | with-a | *m-u* |
| is-not | *e-n* | who-are | *qi-e* |
| is-that | *e-k* | you-are | *v-e* |
| it-is | *t-e* | will-be | *r-e* |
| it-was | *t-y* | | |

**84.** Memorise two additional single-letter suffixes *-c*—collection, and *-k*—quality.

| | | | |
|---|---|---|---|
| *onc* | community | *onk* | human |
| *gec* | group | *Fysk* | effective -ly |
| *cic* | committee | *erk* | personal -ity |
| *cok* | collectively | *senk* | conscious -ness |

**85.** For the purposes of high-speed note-taking, the following Speedwords can be abbreviated by omitting the letters in parenthesis:

| | | | |
|---|---|---|---|
| account | *b(i)l, bl* | agree | *k(o)n, kn* |
| according (ly) | *k(o)ni, kni* | both | *j(e)l, jl* |
| afternoon | *p(o)m(i), pm* | child(ren) | *j(u)nr, jnr* |
| ago | *p(a)s* | contract | *k(o)ne, kne* |

| | | | |
|---|---|---|---|
| department | *s(e)vi, svi* | percent | *j(e)c(en), jc* |
| difficult(y) | *f(a)so, fso* | position | *s(i)t, st* |
| easy (ily) | *f(a)s, fs* | prompt | *r(a)pu, rpu* |
| evening | *d(e)xi, dxi* | quick | *r(a)p, rp* |
| fact | *I(m)o, Io* | rather | *gr(e)t, grt* |
| future | *p(a)so, pso* | real | *i(m)o, io* |
| hard | *mo(l)o, moo* | recent | *n(o)vi, nvi* |
| let | *l(a)s, ls* | regret | *f(e)xt, fxt* |
| like | *i(d)i, ii* | to-day | *cd(e), cd* |
| morning | *b(e)m(i), bm* | tomorrow | *d(e)p(o), dp* |
| necessary | *n(e)s, ns* | to-night | *cd(e)x, cdx* |
| need | *N(e)s, Ns* | usual | *h(a)b, hb* |
| new | *n(o)v, nv* | want | *d(e)s, ds* |
| oblige | *d(e)by, dby* | woman | *f(e)m, fm* |
| old | *n(o)vo, nvo* | yesterday | *d(e)b(e), db* |
| ought | *d(e)bi, dbi* | young | *j(u)n, jn* |
| past | *P(a)s, Ps* | | |

**86.** Supplementary word-list. The following words, together with those listed on pp. 102–112, comprise the 1,000 most frequently used words in English. Reference should be made to the *Speedwords Dictionary* for alternative Speedwords where the English word has several meanings. This list gives the most used.

| | | | |
|---|---|---|---|
| absent | *ino* | aeroplane | *avm* |
| absolute | *gae* | affair | *aft* |
| acquaint | *sady* | affection (love) | *am* |
| across | *kruv* | afraid | *braxt* |
| act | *fa* | agent (doer) | *far* |
| actual | *imo* | agriculture | *syag* |
| adjust | *ordu* | almost | *ny* |
| admit (acknowledge) | *ken* | alone | *sol* |
| | | amount | *to* |
| advantage-ous | *suv* | anxious | *enea* |
| advertise | *ifi* | anyone | *ulr* |

| | |
|---|---|
| anyway | *odul* |
| approve | *esu* |
| arrive | *kov* |
| article | *om* |
| association | *geve* |
| assume | *ate* |
| assure (a person) | *cery* |
| attach | *get* |
| available | *usb* |
| average | *tog* |
| await | *ati* |
| awful | *guxe* |
| baby | *june* |
| bad | *gux* |
| bank | *ryl* |
| base (bottom) | *topo* |
| basis | *topoe* |
| bear (carry) | *ber* |
| beat (conquer) | *suki* |
| become | *ev* |
| behind | *ba* |
| benefit | *fau* |
| big | *la* |
| birthday | *degen* |
| blank | *fulo* |
| bond (legal) | *dokl* |
| build | *ryf* |
| busy | *fae* |
| buy | *ac* |
| call (name) | *nam* |
| cancel | *fax* |
| candidate | *votsr* |
| capital | *kak* |
| car | *ve* |
| cash | *pam* |
| catalogue | *roe* |
| certificate | *cerym* |
| chance | *haz* |
| character (quality) | *ikl* |
| cinema | *ryfote* |
| circumstance | *tati* |
| city | *urbe* |
| claim | *jusi* |
| clothes | *ves(z)* |
| club (social) | *(ry)geg* |
| college | *ryue* |
| common (general) | *igi* |
| communicate (message) | *ifin* |
| communism | *kreonc* |
| compare | *esge* |
| complain | *lobov* |
| comply | *bids* |
| concern (anxiety) | *ena* |
| confident | *kreu* |
| connect | *ge* |
| consequence | *fys* |
| contain | *ku* |
| convenient | *konl* |
| co-operate | *fage* |
| cost | *pri(s)* |
| country (political) | *terl* |
| (rural) | *urbo* |
| county | *arel* |
| couple | *dosl* |
| course | *sek* |
| court (authority) | *auti* |
| cycle | *veped* |
| dance | *revu* |
| dead | *bix* |
| deduct | *ado* |
| definite | *defe* |

| | | | |
|---|---|---|---|
| degree | *gre* | except | *kun* |
| delight | *fee* | exchange | *otiv* |
| demand | *axa* | excite | *emy* |
| democracy | *regu* | experience | *tess* |
| describe | *nari* | explain | *pely* |
| detail | *utt* | express(ion) | *shol* |
| develop | *grov* | extra | *adl* |
| disappoint | *atso* | extreme | *gree* |
| discount | *adol* | eye | *og* |
| dispose | *garn* | factory | *ryma* |
| divide | *sev* | fail | *suko* |
| doctor | *sanst* | fair (just) | *jus* |
| door | *apl* | fall | *aso* |
| double | *dosk* | family | *kinc* |
| draft (payment) | *pal* | federal | *gedem* |
| dress (general) | *ves* | fellow (man) | *on(a)* |
| drop | *aso(a)* | fight | *luta* |
| due | *ke* | figure (numerical) | *numi* |
| duplicate | *idre* | file (letters) | *ordl* |
| economy | *gari* | film | *foti* |
| election | *ozvot* | final | *ede* |
| else | *ori* | finance -ial | *pami* |
| employ (use) | *us* | fine (penalty) | *paa* |
| endeavour | *try* | floor | *plal* |
| enquire | *ax* | force (power) | *vis* |
| entitle | *jusl* | forget | *memo* |
| envelope | *tegle* | fortun(ate) | *hazu* |
| equip -ment | *fure(c)* | free | *lib(s)* |
| error | *okn* | freight | *berm* |
| especial -ly | *il* | fresh | *novu* |
| event | *ozl* | furnish | *fur* |
| everybody | *jr* | game | *lud* |
| evident | *vuse* | garden | *agu* |
| exact | *oke* | gentleman | *onu* |
| examine | *nol* | goods | *afm* |
| excel-lent | *supu* | govern -ment | *reg rege* |

| | | | |
|---|---|---|---|
| ground | *plag* | less | *mex* |
| guard | *ako* | liberal | *libu* |
| guess | *hazi* | liberty | *libs* |
| happen | *oz* | light (illumination) | *lum* |
| heart | *utbi* | line | *lyl* |
| help | *opo* | listen | *auv* |
| history | *narl* | local | *epl* |
| holiday | *raxu* | locate (find) | *finep* |
| home | *dol* | lose | *obo* |
| honest | *hon* | lovely | *ami* |
| honour | *nob* | lucky | *hazu* |
| hurry | *rapi* | lunch | *kymi* |
| idea, imagine | *im* | mail | *lec* |
| impossible | *ibo* | manage | *regt* |
| improve | *su* | manner | *od* |
| instance | *ozi* | manufacture | *mae* |
| instant | *tet* | market | *acop* |
| instead | *vik* | maybe | *ozb* |
| instruct | *stus* | mean(ing) | *sig* |
| instruction(s) | *diod* | means (by which done) | *odm* |
| insure | *safy* | | |
| intend | *we* | medium (middle) | *midi* |
| international | *demin* | member (party) | *hasr* |
| investigate | *saser* | mention | *dit* |
| invite | *axu* | merchandise | *afm* |
| issue | *ento* | merely | *solt* |
| job | *rat* | method | *od* |
| join | *ge(v)* | Miss | *F(em)te* |
| justice | *jusk* | moment | *tet* |
| labour | *ra* | mother | *mer* |
| lady | *F(emu)* | neglect | *euo* |
| latter | *uvo* | news | *ife* |
| laugh | *fel* | nice | *gut* |
| lead | *seks* | none | *alo* |
| learn | *stu(u)* | nor | *ni* |
| left(hand) | *deko* | notice | *no(m)* |

| | | | |
|---|---|---|---|
| notify | *nof(m)* | problem | *fasol* |
| object (article) | *om* | proceed | *fov* |
| (purpose) | *we* | produce -t | *fye(s)* |
| obtain | *ob* | profit | *obu* |
| officer | *autlr* | programme | *rowe* |
| often | *oze* | progress | *fov* |
| operate | *ral* | proper (correct) | *oki* |
| opinion | *jul* | property | *ham* |
| ordinary | *hab* | propose | *wee* |
| organise | *ordy* | prospect | *vufo* |
| outside | *ixe(v)* | provide | *fur* |
| package (et) | *col* | public | *ong* |
| parliament | *regdem* | publication | *ifu(m)* |
| people (nation) | *dem* | publish | *ifu* |
| per (prices) | *je* | quiet | *kix* |
| perfect | *gau* | railway | *vi(am)e(t)* |
| permit | *las(m)* | rain | *aql* |
| petrol | *oile* | raise | *asy* |
| picture | *artl* | rate (speed) | *rap* |
| piece | *bit* | reach | *kitu* |
| plain (clear) | *þel* | ready | *þred* |
| plan | *wev(m)* | realise | *imof* |
| plant | *bot* | recommend | *vyu* |
| pleasant | *þlek* | reduce (decrease) | *mex* |
| plenty | *toe* | refer | *abi* |
| policy | *ode* | regular | *ordi* |
| politics | *sydem* | relate (refer) | *abi* |
| poor | *þov* | repair | *leso* |
| practical | *fak* | representative | *viku(r)* |
| prefer | *voti* | require | *nes* |
| present (time) | *nu* | respect | *estu* |
| preside | *sedreg* | respond | *axo* |
| pretty | *belt* | responsible | *debik* |
| previous | *be* | rest (remainder) | *ru* |
| principal (adj.) | *kak* | rule (control) | *reg* |
| principle | *fonu* | sale | *aco* |
| print | *riv* | sample | *utidi* |

| | | | |
|---|---|---|---|
| satisfy | *ikuf* | system | *weu* |
| section | *sevi* | teach | *stus* |
| (department) | | telegram | *riel* |
| sense (meaning) | *sig* | telephone | *diel* |
| separate | *gex(y)* | terrible | *braxek* |
| set (place) | *ep* | territory | *tert* |
| settle | *edu* | thorough | *true* |
| share | *lots* | thus | *sov* |
| single | *sol* | till | *bev* |
| size | *la* | total | *ale* |
| snow | *wyg* | towards | *dira* |
| socialism | *kre(g)sok* | trade | *af* |
| society (assoc.) | *sokt* | train (rail) | *iteg* |
| sort | *kla(f)* | treat | *fav* |
| south | *noro* | true -ly | *ok, oku* |
| spare | *usn* | trust (believe) | *kreu* |
| spend | *garo* | typewriter | *mekri* |
| spirit (life) | *meni* | universal | *ige* |
| splendid | *brik* | universe | *kose* |
| sport | *ludu* | university | *rygrel* |
| spring (season) | *peu* | vacation | *raxu* |
| stamp (post) | *posi* | vacuum | *lufo* |
| standard | *stak* | variety -ious | *idoe* |
| station (railway) | *stap* | wait | *ati* |
| step (pace) | *got* | walk | *gog* |
| stock (goods) | *garc* | warm | *het* |
| stop (cease) | *dux* | watch | *noe* |
| store (place) | *garp* | weather | *lufe* |
| story | *nar* | weigh | *pes* |
| straight | *rek* | welcome | *kou* |
| street | *vial* | west | *osto* |
| style | *odl* | window | *pelgu* |
| submit | *regs* | worse | *sux* |
| superintend | *regov* | worth | *val* |
| surprise | *ato* | wrong (incorrect) | *oko* |
| switch | *kioti* | yard | *kul* |
| (change over) | | yet (continuing) | *duv* |

# HIGH-SPEED APPENDIX

## (PART II)

### Fast Note-taking of Literal English

This Appendix, Part II, is not for international use, and merely borrows a number of proved abbreviating principles which have served to make Dutton Shorthand the most quick-learned and accurately-transcribed English verbatim system of note-taking.

It is assumed that you have familiarised yourself with the Speedword forms for the thousand most-frequently-used English words. The special longhand abbreviating rules which follow are intended only to apply to those English words which, because of their lesser frequency of use, have not qualified for inclusion. As the heading indicates, these special rules are for the purpose of increasing speed of note-taking of English only.

**Rule 1.** Omit all silent, or almost silent letters. Write all English words—other than those listed in this textbook—as they are sounded, and NOT as they are spelt, *e.g.*,

| | | | |
|---|---|---|---|
| cough | *kof* | fright | *fryt* |
| bomb | *bom* | afoot | *afut* |
| essay | *esa* | mice | *mys* |
| phase | *faz* | allay | *ala* |
| sphere | *sfer* | aisle | *yl* |
| cracks | *krax* | arrow | *aro* |
| flight | *flyt* | | |

**Rule 2.** Write *j* for soft *g*:

| | | | |
|---|---|---|---|
| edge | *ej* | dodge | *doj* |
| gauge | *gaj* | badge | *baj* |

**Rule 3.** Omit the short *e* and short *i* sounds when they occur in the body of words:

| | | | |
|---|---|---|---|
| wedge | *wj* | technique | *tknek* |
| riddle | *rdl* | design | *dzyn* |
| decay | *dka* | revenue | *rvnu* |
| physics | *fzx* | generous | *jnrus* |
| allege | *alj* | relieve | *rlev* |
| pledge | *plj* | wreck | *rk* |
| renew | *rnu* | tick | *tk* |
| budget | *bujt* | vestige | *vstj* |

(Note.—Short *e* and short *i* must always be expressed initially and finally, as this aids quick and accurate transcription of notes. Indeed, as in Dutton Shorthand, no initial vowel must ever be omitted.)

| | | | |
|---|---|---|---|
| etiquette | *etkt* | tricky | *trki* |
| elevate | *elvat* | jerky | *jrki* |
| finicky | *fnki* | | |

**Rule 4.** The aspirate *h* may be omitted:

| | | | |
|---|---|---|---|
| huge | *uj* | behalf | *baf* |
| hygiene | *yjen* | highway | *ywa* |

(Note.—If short *e* or short *i* follows initial *h* the vowel must be expressed—hedgehog—*ejog*, heifer—*efr*, heresy—*ersi*.)

**Rule 5.** Express *qu* by *q*:

| | | | |
|---|---|---|---|
| quake | *qak* | quire | *qyr* |
| queer | *qer* | quip | *qp* |
| quell | *ql* | quit | *qt* |
| quiz | *qz* | | |

**Rule 6.** Express *ch*, *sh*, and *zh* sounds by *c*:

| | | | |
|---|---|---|---|
| niche | *nc* | challenge | *calnj* |
| witch | *wc* | schedule | *cdul* |
| brooch | *broc* | hitch | *ic* |
| wretched | *rcd* | rubbish | *rubc* |
| squash | *sqoc* | vanquish | *vanqc* |
| beach | *bec* | cheat | *cet* |
| shame | *cam* | chip | *cp* |
| hutch | *uc* | chit | *ct* |

(Note.—Soft *c* in English orthography is expressed by *s*—mice—*mys*, and hard *c* by *k*—catch—*kac*.)

**Rule 7.** Express *th* by *h*:

| | | | |
|---|---|---|---|
| threw | *hru* | thatch | *hac* |
| thread | *hrd* | wreath | *reh* |
| theosophy | *hosfi* | bathe | *bah* |
| overthrow | *ovrhro* | hitherto | *ihrtu* |
| thrash | *hrac* | bequeath | *bqeh* |

**Rule 8.** Express the long *oo* sound by *u*:

| | | | |
|---|---|---|---|
| tooth | *tuh* | balloon | *balun* |
| booth | *buh* | beetroot | *betrut* |
| woo | *wu* | | |

**Rule 9.** Express the *ow* and *aw* vowel sounds by *w*:

| | | | |
|---|---|---|---|
| wrought | *rwt* | slough | *slw* |
| announce | *anws* | plough | *plw* |
| caught | *kwt* | drought | *drwt* |
| thou | *hw* | abhor | *abw* |
| author | *whr* | applause | *aplwz* |
| howl | *wl* | ashore | *acw* |
| resource | *rsws* | | |

**Rule 10.** The prefixes *com-*, *con-*, *coun-*, *cum-* may be abbreviated to *k*:

| | | | |
|---|---|---|---|
| compose | *kpoz* | comment | *knt* |
| counter | *ktr* | condescend | *kdsnd* |
| compound | *kpwnd* | cumber | *kbr* |
| convey | *kva* | countess | *kts* |
| converse | *kvrs* | commit | *kt* |
| condemn | *kdm* | concise | *ksys* |
| conceive | *ksev* | conquer | *kkr* |

**Rule 11.** The prefixes *em-*, *im-*, *en-*, *in-*, *un-* may be abbreviated to *e-*, *i-* and *u-* respectively :

| | | | |
|---|---|---|---|
| embrace | *ebras* | induce | *idus* |
| empower | *epwr* | infinite | *ifnt* |
| engine | *ejn* | inertia | *irca* |
| encompass | *ekpas* | incur | *ikr* |
| envisage | *evjz* | unfair | *ufar* |
| enhance | *eans* | uneasy | *uezi* |
| impeach | *ipec* | undermine | *udrmyn* |
| immerge | *irj* | unattach | *uatac* |
| impound | *ipwnd* | uncivil | *usvl* |
| infer | *ifr* | uncouth | *ukuh* |
| interview | *itrvu* | | |

**Rule 12.** The prefix *ex-* is abbreviated to *x-* :

| | | | |
|---|---|---|---|
| exchequer | *xckr* | extinct | *xtnk* |
| expose | *xpoz* | exhale | *xal* |
| exquisite | *xqzt* | exhort | *xwt* |
| exude | *xud* | exile | *xyl* |
| excise | *xyz* | expel | *xpl* |
| exempt | *xmt* | expire | *xpyr* |

**Rule 13.** Abbreviate final *-dy*, *-ty*, *-ly* to *y* :

| | | | |
|---|---|---|---|
| shifty | *cfy* | equity | *eqy* |
| thrifty | *hrfy* | remedy | *rmy* |
| hostility | *ostly* | oddity | *ody* |
| sovereignty | *sovrny* | lively | *lyvy* |

| | | | |
|---|---|---|---|
| shoddy | *coy* | shady | *cay* |
| moodily | *mudy* | shanty | *cany* |
| windy | *wny* | sturdy | *stry* |
| rowdy | *rwy* | charity | *cary* |

Rule 14. Express final *-ment* by *-m*, and *-tion*, *-tious*, *-cious*, *-tial*, *-ture*, *-sure* by *-c*:

| | | | |
|---|---|---|---|
| diction | *dkc* | nuptials | *nupcz* |
| commotion | *koc* | excision | *xc* |
| allotment | *alotm* | excursion | *xkrc* |
| vehement | *vem* | expiation | *xpac* |
| ferment | *frm* | facetious | *fasec* |
| vicious | *vc* | faction | *fakc* |
| crucial | *kruc* | amendment | *amnm* |
| session | *sc* | aperture | *aprc* |
| precision | *prsc* | apportion | *apwc* |
| capture | *kapc* | atrocious | *atroc* |
| commitment | *ktm* | attrition | *atrc* |
| dissension | *dsnc* | augment | *wgm* |
| rapture | *rapc* | audacious | *wdac* |
| erosion | *eroc* | | |

Rule 15. Abbreviate *trans-* to *tr*:

| | | | |
|---|---|---|---|
| translate | *trlat* | transition | *trc* |
| transpire | *trpyr* | transpose | *trpoz* |

Rule 16. Abbreviate *-ng* to *g*:

| | | | |
|---|---|---|---|
| throng | *hrog* | aching | *akg* |
| wringing | *rgg* | mingle | *mgl* |
| fetching | *fcg* | bungling | *buglg* |
| cling | *klg* | | |

Rule 17. The practice of Dutton Shorthand has demonstrated that the writing of all initial vowels, and of medial vowel sounds except short *e* and short *i*, enables most terminations of words of three or more syllables to be

dropped, thereby materially aiding speed in note-taking without hindering recognition when transcribing notes, *e.g.*,

| | | | |
|---|---|---|---|
| astrology | *astrol* | refrigeration | *rfrj* |
| infatuation | *ifatu* | academic | *akad* |
| indefatigable | *idfat* | inaugural | *iwgu* |
| denomination | *dnom* | deterioration | *dtera* |
| ceremonial | *srmon* | alleviate | *alev* |
| accumulate | *akum* | appropriate | *aprop* |
| reverberate | *rvrb* | extravagant | *xtrav* |
| circumference | *srkf* | enthusiasm | *ehu* |
| circumnavigate | *srknav* | geographical | *jogra* |
| magnificent | *magnf* | belligerent | *bljr* |
| latitude | *latt* | elaborate | *elab* |
| inexplicable | *ixplk* | monumental | *monu* |
| articulate | *atku* | ingenuity | *ijnu* |
| incompatibility | *ikpat* | heterogeneous | *etroj* |
| lugubrious | *lugu* | reluctance | *rluk* |
| pamphlet | *pamf* | ludicrous | *ludk* |
| degenerate | *djn* | attitude | *attu* |

**Rule 18.** Omit *-d-* in such words as

| | | | |
|---|---|---|---|
| advocate | *avok* | adventure | *avnc* |
| admonition | *amon* | adjourn | *ajrn* |
| administer | *amns* | adjacent | *aja* |
| adverbial | *avrb* | readjustment | *rajus* |

Two exercises are now presented to illustrate the application of the foregoing special speed rules. Cover up the respective keys in the right-hand column while the exercises are being worked. On completion, check your efforts with the keys, and afterwards transcribe in the reverse direction as additional practice.

The words printed in italics are abbreviations of the less-frequent English words, and are expressed according to the special rules 1–18 already detailed in this Speed

Appendix. All others are normal Speedwords subject, of course, to the suffixing rules, with which you should now be familiar.

## APPENDIX EXERCISE A

**Transcribe into English :**

M Richard Law : j fext t gree x, by ob up nu, j e i Ul od *krtal* c *dbat*, b j sen k l ute qu h e asyd by ji hon zar e d So por k l ryg e jusld a u jus ful Axo D l Rege. imo, j e fe d l ozu d ma u fyb ful Axo o *cz topk &*, i *spyt* d l *objrgz* d ji hon zar l hasr f Seaham, j duv pu k c fasol, qu h e tud oe so P by l hon hasr f l Ho *Pek*, e d *supre* por a c terl A l Edo.

ji hon zar, qi *itro* l *dbat* i k gree P Spe, pely qy c fasol d *idtns* y N me-lo—qde t pi h e i l pas—u fasol qu *afk* js u kuti d l onc b y nu u fasol qu *afk* l onc z u Al. j pu l Al ryg e sae m l fasol d l egi d paz qu r viz w po l va. ji hon zar ytu oe k & da ul numi. j yr n *kt* ip z a gi

**Key**

Mr. Richard Law: I regret it extremely if, by getting up now, I am in any way curtailing this debate, but I feel that the subject which has been raised by my honourable friend is of such importance that the House is entitled to a fairly full reply from the Government. Indeed, I am glad of the opportunity of making a reasonably full reply on these topics and, in spite of the objurgations of my honourable friend the Member for Seaham I still think that this problem, which has been touched upon so ably by the honourable Member for the High Peak, is of supreme importance to this country at the start.

My honourable friend, who introduced the debate in that extremely able speech, explained why this problem of indebtedness was no longer—whatever it may have been in the past—a problem which affected just a section of the community but was now a problem which affected the community as a whole. I think the whole House is familiar with the problem of the balance of payments which will face us after the war. My honourable friend touched upon that and gave some figures. I would not commit myself as to their

OK, zi j n kre k g y ale OK. qae, l Imo ru k l engo artl s ydam e oku, k w h c egi d paz *solv*, & oe ti *solu* peni u La ud ot om. ti *solu* r e mat Opod x w e P, i l paso, co cuz *forn* deby qu e wi js Ke.

accuracy, because I do not believe that they were entirely accurate. However, the fact remains that the broad picture he presented is true, that we have this balance of payments to solve, and upon its solution depends a great many other things. Its solution will be materially helped if we are able, in the future, to collect those foreign obligations which are our just due.

j ms di k j e az mue intd by l regl d ji hon zar l hasr f Seaham. j n sa qo s ob c *krud mrkanty* k s e az *xpw* m La Vig i c ryg, b j ms di, Uspe f ji ipi par, k j n kon m t & j n ten m si *heorz*.

I must say that I am always very much interested by the economics of my honourable friend the Member for Seaham. I do not know where he gets this crude mercantilism that he is always expounding with great vigour in this House, but I must say, speaking for my own part, that I do not agree with it and I do not hold with his theories.

M Shinwell: r ji ok hon zar Di ile qd t e m qu s n kon?

Mr. Shinwell: Will my right honourable friend state specifically what it is with which he does not agree?

M Law: cer. z j y di j n ten m ji hon zar' *heorz*. j kre, idi Ul menu on, k my reglr e oko, b qie l reglrz pi e D qi ji hon zar ob s haboe *heorz*, j p sol di k g e me oko Z my. las j di u mot a ji hon zar ab si *heorz*. S di t e oko zeix povoe. ub, k pi e so——

Mr. Law: Certainly. As I was saying, I do not hold with my honourable friend's theories. I believe, like any sensible man, that most economists are wrong, but whoever the economists may be from whom my honourable friend gets his extraordinary theories, I can only say that they are more wrong than most. Let me say a word to my honourable friend about his theories. He says it is wrong to export wealth. Well, that may be so——

M Shinwell: N, ji ok hon zar h n auv ali. j n

Mr. Shinwell: No, my right honourable friend has not listened at all. I did not

| | |
|---|---|
| ydi t y oko zeix povoe. j ydi l fy qy w zeix povoe y zi w zesi povoe. | say it was wrong to export wealth. I said the reason why we exported wealth was because we imported wealth. |

[*Hansard*, 1944-2326.]

## APPENDIX EXERCISE B

| Transcribe into Speedwords : | Key |
|---|---|
| The Importance of Speech | L Por d Spe |
| It is a curious paradox that human speech which many regard as the most potent factor in the civilization of mankind, should be the most neglected factor in the curriculum of schools and colleges. The importance of speech as a civilizing agency cannot be denied. The written word and the printed word, mere symbols of the spoken word, came into use at a comparatively late period of human history. And the scope of the spoken word, far from diminishing as time goes on, has been tremendously increasing in quite modern times. The gramophone, the telephone, the radio, and the talking film all testify to this fact. Moreover, it is by what people say and how they say it that we generally judge their social status, their character, and their culture. | t e u Habn *pardox* k onk Spe, qu ud nou z l my *potnt faktr* i l soky d ong, Yr e l my enod *faktr* i l *kurk* d ryu & ryue. l por d Spe z u usoky fam pn e kenod. l rid mot & l rivd mot, solt indi d l Sped mot, yko ia us A u esge ta pe d onk narl. & l *skop* d l Sped mot, nyx D MEx z te go o, h e muee Me i Ga Novi tez. l *gramf*, l diel, l zee & l uspe fote al *tsfy* a c Imo. meov, t e by qd Er di & qa g di t k w ig ju gi sok *status*, gi ikl, & gi *kulc*. |
| Its neglect in schools is not so glaring as some assert. For no class lesson, not even in arithmetic, can be carried on without speaking of some sort taking place. The teacher talks, if nobody else does. And his mode of talking is not without its influence on his pupils' mode of talking. For all | ti eno i ryuz e n so *glar* z ul die. f N kla stum, n eb i *arh*, p e berd o mo Spe d ul Kla une ep. l stusr spe, x nr ori fa. & si *mod* d spe e n mo ti ilu o si Stur' *mod* d spe. f al |

children acquire their speech habits by imitation—unconscious imitation in the main—of what they hear in the school no less than in the home, the street, or the cinema. What is missing in the schools is the conscious and deliberate inculcation of good habits of speech upon the pupils. At any rate, very rarely does one find on the school time-table a definite lesson period prescribed for that purpose.

junr OB gi Spe Habz by Idy—senkn Idy i l Kak—d qd g au i l ryu N mex Z i l dol, l vial, or l Fote. qd e Hax i l ryuz e l senk & *dlb ikulka* d gu Hab d Spe oe l Sturz. A Ul tov, haboe 1 fin o l ryu te-tab u defe stum pe *prskry* f k we.

The reason is obvious. Speech training, if it is to be effective, cannot be done collectively; it must be done individually. And this takes up an unconscionable amount of time. Yet so important a branch of instruction is spoken English that much more attention should be paid to it within the school walls; and the three books under review help us to see how this may be done.

l fy e vuse. Spe stul, x t e a e Fysk, pn e fad cok; t ms e fad Gex. & c ne up u *ukcb* to d te. Duv so por u bov d Stus e Sped *Eglc* k mu me en Yr e pad a t I l ryu *wwlz*; & l 3 bu ovo *rvu* Opo w vu qa c pi e fad.

The first of them, *Spoken English*, is a compilation and a reprint. The volume first appeared in 1941 and consisted of eleven chapters; the first, in which major considerations are discussed by Mr. Compton himself, and the other ten by various writers who deal with narrower aspects of the subject. These include the control of the voice in speech and song, the speaking of verse (this by the popular author Mr. L. A. G. Strong), the performance of a school play, and so forth. The chapter on the disorders of speech and their treatment, written by three experts,

l uv d g, "Spoken English", e u cog & u reriv. l spa uv Vus i 1941 & mas d 11 *capz*; l uv, i qu mev puvz e *dskus* by M Compton ip, & l ot 10 by idoe rir qi Uk m meeng VUs d l ute. Cz Ku l reg d l vok i Spe & *sog*, l Uspe d *vrs* (c by l ongu *whr* M L. A. G. Strong) l uki d u ryu Dra, & so fovi. l *capt* o l ordoz d Spe & gi fav, rid by 3 *xprt*

gives useful information and advice The book ends up with a comprehensive bibliography. [*Times Educational Supplement* book review, 5.7.47.]

da Uss if & vy. l bu ed up m u *kprns bblog.*

The following Dutton Shorthand publications are available for self-tuition to any student who may be interested in taking notes at verbatim speed in geometric shorthand. The whole theory of this simple, joined-vowel system can be completed in twenty to thirty hours of actual study. The books are obtainable from Miss E. J. Dutton, P.O. Box 30, Norwich, NOR 86H, England.

*Dutton One-Week Shorthand* (complete text-book), 16p.

*Key to Text-Book*, 5p. Postage 3p extra for the two books.

*Graded Exercises and Key*, 5p. Postage 3p extra.

*Dutton Shorthand Dictionary of 13,000 Outlines*, 16p. Postage 3p extra.

*Dutton Shorthand Phrase Book* (*2,000 useful phrases*), 10p. Postage 3p extra.

*100 Exercises* reproduced in *Dutton Shorthand*, 20p. Postage 3p extra.

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